


Hillside High School



School:	Hillside High School
School Link:	Alanna Jones
Date of Governing Body Review:	May 2024
Next Review Due:	March 2025
Signed:	
Chair:	Mike Cunliffe
Principal:	Amanda Ryan

Key staff involved:

Role	Name(s)
Head of Centre	Amanda Ryan
Exams Manager line manager (Senior leader)	Alanna Jones
Exams Manager	Jane Mullen
SENCO	Rachel Miller
Vice Principal	Mike Edwards

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 exams process to read, understand and implement this policy.

The exam policy will be reviewed every year.

The exam policy will be reviewed by the Principal, Senior Leadership Team and Exams Manager.

Exam Responsibilities

Head of Centre

- Is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023*:
<https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements.
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the hyperlink beneath the first bullet point.
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack.
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications.
- Ensures members of centre staff do not advise candidates or their parents/guardians to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel.

Recruitment, selection and training of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications.
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- Enables the relevant senior leader(s), the Examinations Officer (EO) and the Additional Learning Support (ALS) lead/SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations.
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Ensures that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*.
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system.

Exams Manager:

Manages the administration of public and internal exams

- 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 awarding bodies.
- 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/guardians 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.
- Administers Access Arrangements and makes applications for special considerations using the JCQ publications *Access arrangements*, *Reasonable Adjustments* and *Special Considerations 08/09*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks despatch 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, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Exams Manager Line Manager:

- Is familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#) (GR)
 - [Instructions for conducting examinations](#) (ICE)
 - [Access Arrangements and Reasonable Adjustments](#) (AA)
- Suspected Malpractice – Policies and Procedures.
- Instructions for conducting Non-Examination Assessments.
- A guide to the Special Consideration process.

Subject Leaders are responsible for:

- Ensuring staff undertake key tasks as set out by Exams Manager and SENCO.
- Ensuring staff are up to date with key information from awarding body including specific information for effective delivery of qualifications.
- Ensuring teaching staff attend relevant awarding body training.

Teachers are responsible for:

- Undertaking tasks as set out in the policy and meet deadlines as set out by the Exams Manager and SENCO.
- Keeping up to date with awarding body information for effective delivery of qualifications.
- Attending relevant awarding body training.

The SEN Coordinator (SENCO) is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Processing of Access arrangements to help candidates achieve their course aims.

Lead invigilator/invigilators are responsible for:

- Attending/undertaking training (on the current regulations), annual update, briefing and review sessions as required.
- Collection of exam papers and other material from the Exams Manager 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 Manager.

Candidates are responsible for:

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

Qualifications

Qualifications offered

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

The qualifications offered are GCSE, BTEC First and Cambridge Nationals.

If there has been a change of specification from the previous year, the Exams Manager must be informed by 1st September.

Informing the Exams Manager of changes to a specification 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 Candidates, Subject Teachers, Subject Leaders, Assistant Vice Principal and Leadership Team.

Exam Season

Internal exams and assessments are scheduled in December, April and July.

External exams and assessments are scheduled in January, May and June.

Online on-demand assessments are to be scheduled in agreement with the Exams Manager and Exams Manager line manager.

Timetable

Once confirmed, the Exams Manager will circulate the exam timetable for External exams.

Entries, Entry details and late entries

Candidates are selected for their exam entries by the Subject Leaders and Subject Teachers.

Entry deadlines are circulated by Exams Manager to Subject Leaders via email and internal post/pigeon hole.

Late entries are authorised by the line manager and Exams Manager.

GCSE re-sits are not allowed.

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.

GCSE entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry / withdrawal deadline and those who fail to sit an exam or do not meet the necessary coursework requirements, without medical evidence or evidence of other mitigating circumstances.

Disability Discrimination Act

Please see the separate equal opportunities policy.

Access Arrangements

The SENCO will inform Subject Teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements is determined by the SENCO supported by the Educational Psychologist / Specialist teacher (Sefton SENs).

Making access arrangements for candidates to take exams is the responsibility of both the SENCO and Exams Manager.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and Exams Manager.

Rooming for access arrangement candidates will be arranged by the Exams Manager.

Invigilation and support for access arrangement candidates will be organised by the Exams Manager.

National Centre Number Register

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the Centre.
- Ensures that the annual update is responded to by the end of October.
- Takes responsibility for confirming, on an annual basis, that the school is aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update.
- Understands that this responsibility cannot be delegated by a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the Head of Centre's declaration, will result in:
 - the centre status being suspended.
 - the centre not being able to submit examination entries.
 - the centre not receiving or being able to access question papers.and ultimately, awarding bodies could withdraw their approval of the centre.

Overseas Pupils

Managing overseas pupils is the responsibility of the Exams Manager.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Manager with the Exams line manager.

Managing Invigilators

Support staff/external invigilators are used to invigilate examinations.

These invigilators will be used for internal/external exams.

Recruitment of Invigilators is the responsibility of the Exams Manager.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre Administration.

DBS fees for securing such clearance are paid by the Centre.

Invigilators are timetabled and briefed by the Exams Manager.

Invigilators rates of pay are set by the Centre Administration.

Malpractice

The Exams Manager is responsible for investigating suspected malpractice and keeping the Head of Centre informed.

Exam Days

The Exams Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationary and materials available for the invigilator.

Site management is responsible for setting up the main exam hall.

The Exams Manager/lead invigilator will start exams in accordance with JCQ guidelines.

Subject staff/Progress Leader may be present at the start of the exams 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. Papers will be distributed to Subject Leaders at the end of the exam session by the Exams Manager.

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

Candidates

The Centre's published rules on acceptable dress, 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 Manager 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 Exams Manager is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Manager.

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 Exams Manager, or the exam invigilator, to the 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 Exams Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessment replaces the largely discounted term coursework

It is the duty of Subject Leaders to ensure that all internal assessment is ready for despatch at the correct time. The Exams Manager will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the Exams Manager by the Subject Leaders.

Appeals against internal assessments must be made by the appropriate deadline.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results, review of results (RORs) and access to scripts (ATS)

Candidates will receive individual result slips on results day, in person at the Centre.

Arrangements for the centre to be open on results day are made by the Head of Centre.

The provision of staff on results day is the responsibility of the Head of Centre.

RORs

RORs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates' consent is required before any ROR is requested.

If a result is queried, the Exams Manager, teaching staff and Head of Centre will investigate the feasibility of asking for a review at the Centre's expense.

When the Centre does not support a candidate's or parent's/guardian's request for a ROR, 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.

ATS

After the release of results, candidates may ask subject staff to request the return of papers.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE reviews cannot be applied for once a script has been returned.

Certificates

Certificates are collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The Centre retains certificates for at least one year.

This policy will be reviewed annually by the Full Governing Body.