



Oasis Academy Immingham

Exam Policy (incorporating Appeals)

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The policy is next due for review on: August 2022

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient exams 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 exams policy will be reviewed every year



The exams policy will be reviewed by the Exams Officer where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The Head of Centre:

- has overall responsibility for the Academy as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected malpractice in examinations and assessments.

Exam's officer:

- manages the administration of internal exams and/or external exams.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff 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 exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- following the regulations in the JCQ publication A guide to the special consideration process.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator along with organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework/controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Middle Leaders are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or Exams Officer.

The **Special Educational Needs Coordinator (SENCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.
- administers access arrangements and makes applications for special consideration

Lead invigilator/invigilators are responsible for:

- assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exam's office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exam's office.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.



Qualifications offered

The qualifications offered at this centre are decided by the Leadership Team.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Exams Officer must be informed by the start of the academic year.

Informing the Exams Officer of changes to a specification is the responsibility of the Middle Leader.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Middle Leader in consultation with the Leadership Team.

Exam series

Internal exams (mock exams) and assessments are scheduled in Nov/Dec, February/March and June/July.

External exams and assessments are scheduled in January/February and April/June.

Internal exams are held under external exam conditions.

The Leadership Team decides which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Middle Leader and the Exams Officer.

Exam timetables

Once confirmed, the Exams Officer will circulate the exam timetables for external exam before each series begins.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.



The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email.

Heads of department/curriculum will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e., late) require the authorisation, in writing, of the Leadership Team.

Re-sit decisions will be made by the Middle Leader in consultation with the Leadership Team.

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.

The Exams Officer will publish the deadline for actions well in advance for each exam's series.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre and Exams Officer.

Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Middle Leader's.

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



Rooming for access arrangement candidates will be arranged by the Leadership Team.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer/Head of Centre.

Contingency plans are available via email and the school website and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated grades

Middle Leaders are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

Managing invigilators

External and Internal staff will be used to invigilate examinations.

These invigilators will be used for internal exams and/or external exams.

Recruitment of invigilators is the responsibility of the Exams Officer.

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

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

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer and trained using The Exams Office training materials.

Conflict of Interest

Members of staff should always disclose an activity if there is any doubt about whether it represents a conflict of interest. This applies to staff and other individuals who interact or potentially interact with the assessment-related work at Oasis Immingham. This includes staff members involved with all aspects of devising, setting, marking, administering, invigilating, internally verifying or any other activity connected with the assessment of candidates. Conflicts of interest can arise, for example, when an individual scheduled to assess, invigilate or internally verify the work of friends, relatives, or colleagues undertaking CPD. Reasonable steps must be taken to avoid assessment and verification of learner's work is

undertaken by a person who has a personal interest in the outcome of the assessment. Such situations must be carefully managed to ensure that any conflict of interest does not detrimentally impact on standards of, or public confidence in OAI's educational provision or the reputations of awarding bodies. As and when the situation arises, assessors, invigilators, internal verifiers and administrators of assessment-related materials must notify their line managers of any learners enrolled who are family members, other relatives or close friends.

The following steps must be implemented:

- If a teaching member of staff is involved in any way with the development of a secure assessment for either internal or national use, he or she cannot make use of the knowledge of that assessment in any teaching or learning activity.

- Assessors, invigilators and internal verifiers do not take responsibility to ensure the security and confidentiality of all assessment instruments, including examination papers.

- Another member of staff is asked to assess, invigilate or internally verify the work of

an enrolled student who is a family member or other relative. If this is not possible, the candidate must be moved to another assessment room or where possible an additional assessor or invigilator to be present.

Malpractice

The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.



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 staff is responsible for setting up the allocated rooms and will be advised of requirements in advance.

The Lead Invigilator will start and finish all exams in accordance with JCQ guidelines.

Candidates will meet before the exam with subject staff for last minute revision and guidance talks. Subject staff will then identify the candidates and carry out adequate checks before the candidates are escorted to the exam room by a member of the leadership team. Candidates will also always wear lanyards to assist in identification. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 heads of department in accordance with JCQ's recommendations.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Head of Year/Senior Leader.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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.



Note: candidates who leave an exam room must be always accompanied by an appropriate member of staff.

The Exams Officer is responsible for handling late or absent candidates on exam day.

Verifying candidate identity procedure

- Internal students identify will be verified by those staff approved to be present in the examination rooms using pre-printed student photographs on their candidate number cards and access to Bromcom for checking where photo is absent
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

Clash candidates

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

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within 14 days of the exam.

Internal assessment

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

Marks for all internally assessed work are provided to the Exams Officer by the Middle Leader. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.



Appeals

All students at Oasis Academy Immingham have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

Roles, Responsibilities and Implementation

Leaders and managers have a specific responsibility to ensure the fair application of this policy. All members of staff are responsible for supporting colleagues in ensuring its success.

Aims

This policy addresses the situation where a student may wish to appeal against a grade he/she has received for an external qualification, for a mark awarded by a teacher for a particular grade for the coursework or internal assessment marks awarded. It also covers where a student has applied for a post-results service Enquiry about Results (EAR) but is still not satisfied with the outcome.

Appeals against assessments made by academy staff

If a student wishes to appeal about his/her internal assessment marks then the following procedures will be followed:

- (a) The appeal should be made in writing to the Academy Examinations Officer, or the Head of Centre for the Academy at which the student is enrolled, stating the details of the course, assessment and grade awarded and the reasons for the appeal.
- (b) The Head of Centre should notify the Examinations Officer, the Exams Officer will then contact the teacher involved to begin the process
- (c) The appeal must be submitted before the end of the first week in May (summer season) of the year in which the written examinations are taken and before marks are submitted to the awarding bodies..

The teacher(s) who marked the assessment which is the subject of the appeal will respond to the appeal in writing to the Exam Officer; a copy will be given to the candidate.

If the candidate is not happy with the written response they have received then they may request a personal hearing before an appeals panel.

- (a) The appeals panel will consist of the Head of Centre and two of the following – the Examinations Officer, the Head of Year / House, the SLT representative, a Hub member/Regional Director.
- (b) The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
- (c) The candidate will be given at least two days' notice of the hearing date.



- (d) A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
- (e) The candidate may bring a parent/carer or other adult supporter to the hearing.
- (f) The teacher(s) involved will be present at the hearing.
- (g) The decision will be made following the appeal hearing once the candidate and the teacher have left. The decision will be made by those on the panel.

Exam Officer will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.

OAI will maintain a written record of all appeals.

Results

Candidates will receive individual results slips on results days,

- in person at the centre collected and signed for
- by post to their home address - candidates to provide a self-addressed envelope

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Leadership Team.

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

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the centre.

All decisions on whether to make an application for an EAR will be made by the Leadership Team.

If a candidate's request for an EAR is not supported, the candidate may appeal, and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.



Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 14 days of the receipt of results.

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

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre.

Processing of requests for ATS will be the responsibility of the Exams Officer.



Certificates

Candidates will receive their certificates

- in person at the centre collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and bring suitable identification with them that confirms who they are.

The centre retains certificates for 2 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred, candidates should contact the awarding organisation directly if required.

Head of Centre

Exam's Officer

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Date

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