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Examinations

1. Purpose

The purpose of this Examinations policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff
- to ensure that the examination system meets regulatory and legal requirements with regard to the examination procedure

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

2. Examination Responsibilities

2.1 Examinations Officer

Manages the administration of public and internal examinations including:

- advising the Senior Leadership Team, subject and class tutors and other relevant support staff on statutory examination regulations, annual examination timetables and application procedures as set by the various awarding bodies
- overseeing the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicating regularly with staff concerning imminent deadlines and events
- ensuring that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- consulting with teaching staff to ensure that necessary coursework/controlled assessments are completed on time and in accordance with JCQ guidelines
- providing and confirming detailed data on estimated entries
- receiving, checking and storing securely all examination papers and completed scripts

- checking and monitoring the arrangements for secure storage of controlled assessments
- administering access arrangements
- identifying and managing examination timetable clashes
- accounting for income and expenditures relating to all examination costs/charges
- organising the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- submitting candidates' coursework marks, tracking despatch and storing returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranging for dissemination of examination results and certificates to candidates and forwarding, in consultation with the SLT, any appeals/re-mark requests
- maintaining systems and processes to support the timely entry of candidates for their examinations

2.2 Vice Principal is responsible for:

- the organisation of the curriculum timetable for teaching and learning
- managing external validation of courses followed at Key stage 4/post-16

2.3 Heads of Department/Subject Leaders are responsible for:

- informing the Examinations Officer of changes to a syllabus. If there has been a change of syllabus from the previous year, the Examinations Officer must be informed by 1 October
- submit entries to the Examinations Officer in a timely matter to meet the Exam Board deadlines

2.4 Teachers are responsible for:

- notifying the SENco of access arrangements requirements (as soon as possible after the start of the course)
- submitting candidates' names to Heads of Department/Subject Leaders

2.5 **The SEN Coordinator (SENCo) is responsible for:**

- identifying and testing of candidates' requirements for access arrangements
- providing 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
- making applications for special consideration using the JCQ publications Access Arrangements, Reasonable Adjustments and Special Consideration 08/09

2.6 **Lead Examination Invigilator/Invigilators are responsible for:**

- collecting examination papers and other material from the Examinations Office before the start of the examination
- managing examinations in accordance with the regulations
- collecting all examination papers in the correct order at the end of the examination and their secure return to the Examinations Officer

2.7 **Candidates are responsible for:**

- confirming and signing of entries
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- attending examinations on time and behaving appropriately as per the regulations - see Section 15

3. Qualifications

The qualifications offered at the Academy are decided by the Headteacher, Vice Principals, Heads of Department.

The qualifications offered are GCE, BTECs, Functional skills, GCSE, V Certs and Entry level.

The subjects offered for these qualifications in any academic year may be found in the Academy's published prospectus for that year and on the Academy website.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENCo, subject teachers and Heads of Department.

4. Examination Series and Timetables

4.1 Examination Seasons

Internal examinations and assessments are scheduled in November, January, March, June and July.

External examinations and assessments are scheduled in November, January, March, May and June.

Mock GCSE examinations and internal examinations are held under external exam conditions.

The Vice Principals, Heads of Departments decide which exam series are used in the Academy.

On-demand tests can only be scheduled in windows agreed between the Examinations Officer and the Senior Leadership Team.

4.2 Timetable

Once confirmed, the Examinations Officer will circulate the examination timetable for internal and external examinations.

5. Entries, Entry Details and Late Entries

Candidates are selected for their examination entries by the Heads of School, Heads of Department and subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal but the request will be considered by the Heads of Department

The Academy accepts entries from some external candidates only if The Oxford Academy is running the syllabus

The Academy does not act as an examination centre for other organisations.

Entry deadlines are circulated to Heads of Department/Subject Leaders via email and internal post/pigeon hole which are required to be signed off by the Heads of Department.

Late entries are allowed only if authorised by Heads of Department and the Deputy Headteacher.

Retake examinations are allowed. Decisions on retakes will be made in consultation with candidates, subject teachers, the Examinations Officer and Heads of Department.

6. Examination 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 examination fees are paid by the Academy
- GCE AS entry examination fees are paid by the Academy
- GCE A2 entry examination fees are paid by the Academy
- Late entry or amendment fees are normally paid by the departments

Fee reimbursements are not sought from candidates who decide to sit an examination following late entry or who do not attend following the withdrawal deadline, fail to sit an exam or do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances, providing that it is agreed that their behaviour and attitude towards the taking of the examination have been and remains appropriate.

Re-sit fees are paid by the Academy, subject to an instruction from the Headteacher and/or a Vice Principal.

External candidate fees together with an administration and invigilators fees are paid by the candidate.

7. Disability Discrimination Act

All examination centre staff must ensure that the Academy meets the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination against people with disabilities. The main provision of the Act gives protection to disabled people in the

areas of employment and education.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The Academy will meet the requirements of the DDA by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Headteacher and the SENCo.

8. Access Arrangements

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination and the date of that examination. The SENCo can then inform individual staff of any special arrangements required for the individual candidates during the course and in the examination.

A candidate's Access Arrangements requirement is determined by the SENCo and educational psychologist/specialist teacher.

Making Access Arrangements for candidates to take examinations, controlled assessments or coursework tasks is the responsibility of the SENCo.

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 SENCo with the Examinations Officer.

Support for Access Arrangement candidates will be organised by the SENCo.

Invigilation for Access Arrangement candidates will be organised by the Examinations Officer.

9. Contingency Planning

Contingency planning for examinations administration, in the event of unforeseen situations occurring that, unless resolved, will have an adverse impact on the ability of the Academy to run scheduled examinations, is the responsibility of the Vice Principal.

10. Private Candidates

Managing private candidates is the responsibility of the Examinations Officer.

11. Estimated Grades

Heads of Department/Subject Leaders are responsible for submitting estimated grades to the Examinations Officer by the internal timetabled deadline.

12. Managing Invigilators

Support staff and external staff are used to invigilate examinations.

These invigilators will be used for internal examinations and external examinations.

Recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Academy's administration department. DBS fees for securing such clearance are paid by the Academy.

Invigilators are timetabled and briefed by the Examinations Officer.

Invigilators rates of pay are set by the Academy's administration department.

13. Malpractice

The Examinations Officer is responsible for investigating suspected malpractice in line with the Head of Centre.

14. Examination Days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilators.

The Estates team are responsible for setting up the allocated examination rooms under instruction from the Examinations Officer.

The lead invigilator will start all examinations in accordance with JCQ guidelines.

SLT 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 examinations, subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the

examination room before the end of a session. Papers will be distributed to relevant Academy staff 24 hours after the end of the examination session.

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

15. Candidates

The Academy's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. See Annex 1: Examination Regulations

Candidates' personal belongings remain their own responsibility and the Academy 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 Examinations Officer or lead invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return directly to the examination room. They must be accompanied by a member of staff at all times.

The Attendance Team is responsible for handling late or absent candidates on an examination day or subsequently.

16. Clash Candidates

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

17. Special Consideration

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert their Head of Year, the Examinations Officer, or the examination invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

18. Internal Assessment

Internal assessment replaces the largely discontinued term coursework.

It is the duty of Subject Leaders to ensure that all internal assessment is carried out according to JCQ and Awarding Body regulations and is ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the Examinations Office by the Subject Leaders. All marks are submitted to the Examinations board by the Examinations Officer with the Head of Department.

All students are to be made fully aware of their internal assessment marks by the Subject Leaders at least a week before they are submitted to the awarding body.

Appeals against internal assessments must be made within two weeks of the internal assessment marks submission date to the awarding body.

19. Appeals against Internal Assessments for External Qualifications and Enquiries about Results

The process for managing appeals against internal assessments is as follows:

In accordance with the Code of Practice for the conduct of external qualifications produced by the Examinations Regulator, the Academy is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- the consistency of the internal assessment is secured through internal standardisation as necessary
- staff responsible for internal standardisation attend all compulsory training sessions

19.1 Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the Academy concerning internal assessment:

- the appeal applies to the procedures used in arriving at internal assessment decisions and to the judgement themselves. It is possible to appeal against the mark or grade, and the procedures used.
- the parent/carer must make the appeal in writing to the Academy's Examinations Officer; appeals should normally be made within two weeks of the internal assessment marks submission date to the awarding body. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time
- the enquiry into the internal process will normally be led by the Examinations Officer and the Deputy Headteacher, provided that neither has played any part in the original internal assessment process
- the teacher making the assessment will be able to respond to the appeal in writing and a copy will be sent to the parent/carer
- the enquiry will consider whether the procedures used for the internal assessment conformed with the published requirements of the awarding body and the Code of Practice
- the parent/guardian will be informed in writing of the outcome of the appeal, including:
 - relevant communications with the Awarding Body
 - any steps taken to further protect the interest of the candidates

If the parent/carer is unhappy with the written response, he/she can ask for a personal hearing within a week of receiving the written reply to the initial appeal. The hearing panel will consist of two persons not previously involved, normally a member of the Academy's Senior Leadership Team and a member of the Governing Board. At least two days notice of the hearing date will be given. A written response detailing the outcome of the hearing will be sent within two days to the parent/carer.

The Academy's Examination Officer will maintain a record of all appeals for one year after the appeal has taken place.

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the Academy's control will not be considered in the Academy's appeals procedure.

20. Controlled Assessments

Controlled assessment is a form of internal assessment where the control levels are set for each stage of the assessment process: task setting; task taking and task marking. It replaces coursework in the new GCSE specifications.

Controlled assessment measures subject specific skills that may not necessarily be judged by external assessment.

Depending on the level of control defined within the specification, controlled assessments may take place, for example:

- in a normal timetabled lesson or other defined session under supervised conditions
- entirely within the Academy, under supervision with controlled access to resources, or
- outside the Academy and involve research with limited supervision

Controlled assessments may take place at any time during the course. Care is taken to timetable and inform candidates of assessments such that clashes and excessive workload are avoided. Subject Leaders must ensure that the controlled assessment task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body.

The Academy will comply with the examining body instructions for conducting controlled assessments, ensuring that staff are aware of their responsibilities and duties and that the necessary controls are in place throughout the process. To this end a risk management assessment is carried out prior to each controlled assessment under the guidance of the Examinations Officer.

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

21.1 Results

Candidates will receive individual result slips on results days, either in person at the Academy or by post to their home addresses (candidates to provide self addressed envelope).

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

The attendance of staff on results days is the responsibility of the Senior Leadership Team.

Only candidates themselves can collect Examination results, unless a third party permission form has been provided to the Examinations Officer in advance.

21.2 **Review of Marking (ROMs)**

ROMs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any ROM is requested. Requests have to be submitted to the Examinations Officer within a month of the release of the results.

If a result is queried, the Examinations Officer, teaching staff and Principal will investigate the feasibility of asking for a re-mark at the Academy's expense.

When the Academy does not support a candidate's or parent's request for an ROM, 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.

The procedure for a candidate, parent or carer to appeal against the Centre's decision not to support an enquiry is the same as detailed in 19.1. A written appeal must be submitted to the Academy's Examination Officer within two weeks of being informed of the Centre's decision about a ROM or ATS.

If the teaching staff request for a ROM to take place, the fee will come out of the department budget.

21.3 **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of papers within a period of three days after the release 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.

GCSE re-marks cannot be applied for once a script has been returned.

Departments are required to pay for the ATS fee out of their budget.

22. **Certificates**

Candidates are informed by letter at the end of term when certificates are available to be collected and signed for.

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

Certificates are withheld from candidates who owe fees, Academy equipment or resources. The Academy retains certificates for a minimum of one year. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

23. Monitoring, Evaluation and Review

The Examinations Policy will be reviewed by the Deputy Headteacher and Examinations Officer every two years and its implementation and effectiveness will be assessed. The policy will be promoted and implemented throughout the Academy.

Annex 1: Examination Regulations

AQA City & Guilds CCEA Edexcel OCR WJEC

Information for candidates

For written examinations – effective from 1 September 2010

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules

1. Be on time for all your examinations. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the examination.
3. If you try to cheat or break the rules in any way you could be disqualified from all your subjects.
4. Only take into the examination room the materials and equipment which are allowed.
5. **Do not take into the examination room** any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, **including mobile telephones, smart watches, iPods, MP3/4 players** or any other products with text/digital facilities. Any pencil cases taken into the examination room must be see-through. **Remember:** possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. Do not talk to or try to communicate with or disturb other candidates once the examination has started.
8. If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
9. Do not borrow anything from another candidate during the examination.

[At The Oxford Academy students up to and including Year 11 must be in school uniform for all examinations.](#)

B Information – Make sure you attend your examinations and bring what you need

1. Know the dates and times of all your examinations.
2. Arrive at least ten minutes before the start of each examination.
3. If you arrive late for an examination, report to the invigilator running the examination.
4. If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
5. Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
6. You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C Calculators, Dictionaries and Computer Spell-checkers

1. You may use a calculator unless you are told otherwise. These will normally be provided.
2. Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the examination

1. Listen to the invigilator and follow their instructions at all times.
2. Tell the invigilator at once:
 - if you think you have not been given the right question paper or all of the materials listed on the front of the paper
 - if the question paper is incomplete or badly printed
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination. Make sure you fill these details in on any additional answer sheets that you use.
5. Remember to write your answers within the designated sections of the answer booklet.

6. Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.

E Advice and assistance

1. If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the examination if:
 - you have a problem and are in doubt about what you should do
 - you do not feel well
 - you need more paper
3. You must not ask for, and will not be given, any explanation of the questions.

F At the end of the examination

1. If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2. Do not leave the examination room until told to do so by the invigilator.
3. Do not take from the examination room any examination stationery, (ie the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.