



Exam Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
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1-19 exam policy

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.
- 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.

The exam policy will be reviewed every three years unless new guidance is introduced by JCQ, Exam Boards or the Welsh Government in the interim.

The exam policy will be reviewed by the Head of Centre, the Deputy Head (with responsibility for Internal and External Assessment), the Exams Officer and Policies Sub-Committee of the Governing Body.

Exam responsibilities

Head of Centre: Mr Owain Gethin Davies (Head Teacher)

Having overall responsibility for the school as an exam centre, the Head of Centre in consultation with the Deputy Head:

- Advises on appeals and re-marks;
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document – “Suspected malpractice in examinations and assessments”
- Ensures knowledge of JCQ General Regulations document is current.

Mr John Lloyd Roberts (Deputy Head) (with responsibility for curriculum)

- Manages the administration of internal exams
- Organisation of teaching and learning;
- external validation of courses followed at key stage 4 / post-16.

Mrs Delyth Williams (Exams Officer)

- Manages the administration of external 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 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, stores and posts securely all exam papers and completed scripts;
- identifies and manages exam timetable clashes;

- accounts for income and expenditures relating to all exam costs/charges;
- line manages a team of Exam Invigilators and organises the recruitment, training and monitoring of exams invigilators responsible for the conduct of exams;
- consults with Teaching Staff to ensure that they submit candidates' coursework marks correctly and on schedule;
- 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 Senior Leadership Team, any appeals/re-mark requests;
- maintains systems and processes to support the timely entry of candidates for their exams.
- assists the ALNCO in administering access arrangements.
- updates and maintains the Exam Entries/Exam Day Contingency Plan annually in case of emergency.

Heads of Department:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries;
- Involvement in post-results procedures.
- Accurate electronic input of coursework/controlled assessments/non-exam assessment marks.
- 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 of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

Careers Co-Ordinator:

- Guidance and careers information.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course);
- submission of candidates' names to Heads of Department/school/curriculum.
- Submission of coursework/controlled assessment/non-exam assessment marks to HoD/AB secure website by the deadline.

The ALN Coordinator (ALNCo) is responsible for:

- Administration of access arrangements, including making applications and preparing/storing evidence for inspection purposes (PAPAA Certified).
- 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;

Invigilators are responsible for:

- Keep up to date with knowledge of JCQ ICE rules and regulations.
- Distribution of exam papers and other material 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 officer.
- Ensuring all secure documents are returned to the exams officer after the exam.

Candidates are responsible for:

- Confirmation and signing of entries;

- understanding coursework/controlled assessment/non-exam assessment regulations and signing a declaration that authenticates the coursework as their own.
- understanding exam regulations.

Qualifications

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

The qualifications offered are GCE, GCSE, Welsh Baccalaureate, Skills Challenge Certificate, BTEC Level 2 and 3, and ASDAN Qualifications.

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 specification from the previous year, the exams office must be informed.

Informing the exams office of changes to a specification is the responsibility of the Head of Centre, Heads of Department and Senior Leadership Team.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

It is expected that AS Pathways will be completed during year 12 and A2 Pathways during Year 13.

Exam Series and Timetables

Internal exams and assessments are scheduled on demand.

External exams and assessments are scheduled in November, January, March, May and June (GCSE), March, May and June (GCE).

All Internal exams are held under external exam conditions.

The Head of Centre and Heads of Department decides which exam series are used in the centre.

On-demand assessments are to be scheduled in agreement with the exams office.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for internal exams and external exams.

Entries, Entry Details and Late Entries

Candidates are selected for their exam entries by the Heads of Subject, ALNCO and Subject Teachers.

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

The centre does accept entries from external candidates for some qualifications.

Entry deadlines are circulated to Heads of Department via morning briefing, internal post and school internal email.

Late entries are authorised by the Exam Officer.

Where relevant to their curriculum pathway, re-sit decisions will be made in consultation with Senior Leadership Team, ALNCO, Exams Officer, Candidates and their Parents, Subject Teachers and Heads of Department.

Candidates can request to re-take a past course module at their cost.

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, AS and A2 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments.

The Governing Body has adopted a policy to charge pupils for external examinations where the learner has failed to achieve the requirements or has not attended the examination and given an adequate reason.

Resit fees are paid by the centre for re-sitting once, and for 6th form pupils until they reach the Level 2+ Threshold. Otherwise, the number of re-sit times will be limited and candidates will be asked to pay for re-sitting thereafter.

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.

The Equality Act, Special Needs and Access Arrangements

The Equality Act (EA)

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.

Special Needs

A candidate's special 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 special educational needs who are embarking on a course leading to an exam (see ALN Register), and the date of that exam. The ALNCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

Access Arrangements

It is the responsibility of the ALNCO to;

- Make specific arrangements for candidates to take exams.

- Make applications to awarding bodies to allow candidates Access arrangements in exams.
- Have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes.

It may be a requirement for exams staff to help administer this to ensure a thorough understanding of candidates needs in exams. This should be agreed between Exams Officer and ALNCo.

Additional examination rooms for access arrangement candidates will be at the discretion of Head of Centre and in consultation with ALNCo and the exams officer.

Following ALNCo recommendations, and approved by the Head of Centre, invigilation and support for access arrangement candidates will be organised by ALNCO and the Exams Officer.

Managing Invigilators and Exam Days

Managing Invigilators

Support staff and external staff are used to invigilate examinations.

These invigilators may be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Exams Officer and Senior Leaders.

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

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

Invigilators are timetabled and briefed by the Exams officer.

Invigilators rates of pay are set by the Senior Leadership Team.

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 in consultation with the Exams Officer.

The exam officer or lead invigilator will start all exams in accordance with [JCQ guidelines](#).

Subject staff may be present at the start of the exam at the discretion of the management team.

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 Heads of Department at the end of the exam session by the exams officer only.

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 whether the centre is able to open.

- 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, centre will

- Refer to the Exam Entries / Exam Day Contingency Plan (as maintained by EO)
- Consult with ABs when necessary

Candidates

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 officer or senior invigilator.

Candidates may not leave the exam room unless access arrangements for supervised breaks have previously been approved. Candidates must be accompanied by a member of staff at all times.

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

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 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 Officer, or the Exam Invigilator, to that 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 Officer will then forward a completed special consideration form (see [JCQ Appeals Booklet](#)) to the relevant awarding body within **seven days** of the exam.

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.

Heads of department will ensure all coursework/controlled assessments/non-exam assessments are ready for despatch at the correct time and the exams officer will have a record on IAMIS of what has been sent when and to whom.

Marks for all internally assessed coursework/controlled assessments/non-exam assessments are inputted on the relevant awarding bodies secure websites by subject teachers/heads of subject/heads of department. Where electronic input of marks is not available then teachers/heads of department should ensure relevant document/s are delivered to the exams officer for return to moderator in a timely fashion.

The process for managing appeals against Coursework/Controlled Assessment/Non-Exam Assessment is detailed in a separate appeals policy ([see below](#)).

Results

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

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

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

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

EARs

EARs 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 EAR is requested.

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.

When the centre does not support a candidate's or parent's request for an EAR, 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 within three days' scrutiny of the results.

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.

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

If a candidate requires an ATS they must complete the relevant paperwork to allow the exams officer to make the necessary application.

Certificates

Certificates

Certificates are presented in person, posted (first class), posted (recorded delivery) and 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.

The centre retains certificates for one year.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Internal Appeals Policy for External Qualifications

Ysgol Dyffryn Conwy Policy on Appeals is in two parts:

1. Policy on Internal Assessments for External Qualifications
2. Policy on External Assessments for External Qualifications (Enquiries about Results)

Policy on Internal Assessments for External Qualifications

Ysgol Dyffryn Conwy is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All candidate work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Note to candidates

If a candidate has any concerns about the procedures used in assessing their internally assessed work for public exams ie coursework/portfolios, candidates should discuss the matter with the Head of Department immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the candidate concerned as outlined in the [JCQ Appeals Booklet](#).

Written Appeals Procedure

The candidate, parent or guardian of a candidate wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series (eg by the end of June for the summer series).

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and a Head of Department not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the [JCQ Code of Practice](#).

The outcome of the appeal will be reported in writing to the candidate, parent or guardian (including relevant correspondence with the Awarding Body) before public exam results day for the award. A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

Policy on External Assessments for External Qualifications

(Enquiries about Results – EARs)

Any candidate who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- a) Contact the Examinations Officer **and** the subject teacher as soon as possible (but at least **5 working days before the published deadline for EAR**) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- b) Candidates should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Candidates must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- c) The subject teacher will review the candidate's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the candidate's predicted grades.

If the Department agrees to support the EAR:

- a) The request, together with the candidates consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget.

If the Department does not agree to support the EAR:

- a) A candidate may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**.
- b) The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the candidate, parent or guardian.
- c) The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team; the outcome of the appeal will be communicated by telephone and post within 24 hours of receipt. This decision is final.

If the centre does not support the EAR:

- a) The candidate may still proceed with the EAR but all costs involved will be paid by the candidate at the time the EAR is made.
- b) No EARs will be made until fees are paid.
- c) Requests must be made in person to the Examinations Officer **before the published deadline for EARs**.
- d) Outcomes following EARs will be forwarded by the Examinations Officer to the candidate as soon as they have been received from the Awarding Bodies.