



## **APPLEMORE COLLEGE EXAMINATION POLICY**

### **Aim and Purpose**

- To ensure the planning and management of exams is conducted efficiently and in the best interest of the candidates
- To ensure the operation of an efficient exam system with clear JCQ guidelines for all relevant staff members
- To ensure the integrity of the internal and external examination/assessment process

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

### **Exam Responsibilities**

**The Head of Centre has the overall responsibility for the school as an examination centre.**

#### **The Exams Officer:**

- Manages the administration of the internal and external exams and analysis of the results
- Reports directly to the Deputy Head and the Head Teacher
- Responsible for reporting all suspicions or actual incidents or malpractice
- Advises the Senior Management Team, Subject Teachers and Heads of Department on annual exam timetables and application procedures as set by various exam boards
- Oversees the production and distribution of timetables and relevant exam information to all staff, students and parents and communicate regularly with staff concerning concerning imminent deadlines and events

- Ensure that candidates and parents are informed and understand those aspects of the timetable that will affect them
- Consult with teaching staff to ensure the necessary coursework/controlled assessment is completed on time and in accordance to the JCQ guidelines
- Provides and confirms detailed data on estimated entries to the exam boards
- Receives, checks and stores securely all exam materials and completed scripts
- Administers access arrangements and make applications for special considerations using the JCQ publications
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exams costs and charges
- Line manages the senior invigilator in organising, training and monitoring and the team of exam invigilators responsible for conducting the exams
- Submits candidates' coursework marks, tracks, despatches and stores returned coursework and other materials required by the appropriate awarding bodies and on schedule
- Arranges for dissemination of the exam results and certificates to candidates in consultation with the SLT regarding any appeals/remarks requests.
- Maintains systems and processes candidates entries on time
- Ensures compliance with the regulations and procedures specified by the JCQ guidelines

### **Leadership Team**

- Organisation of Teaching and Learning
- External Validation of courses followed at KS4 and post-16

### **Curriculum Leaders**

- 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
- Accurate completion of entries and all other mark sheets adherence to deadlines provided by the exam officer
- Notification of access arrangements

## **Teachers**

- Submission of candidates' names and entries to curriculum leaders

## **SENCO**

- Administration of access arrangements
- Identification and testing of candidates' requirements for access arrangements
- Provision of additional support – with reading, spelling, dyslexia or essential skills to help candidates achieve their course aims

## **Invigilators**

- Invigilation of candidates in accordance to the published JCQ Instructions for Conducting Examinations
- Setting up and collection of exams papers and other materials in correct order and return to the exams officer
- Identifies any absent candidates, or malpractices and report to the exams officer

## **Candidates**

- Confirming and signing of entries ( It is the candidate's responsibility to ensure
- Understanding coursework and exams regulations and signing coursework declaration for that authenticates the work as their own

## **The statutory tests and qualifications offered**

The statutory tests and qualification offered at this centre are decided by the Head of Centre, Heads of Department and Senior Leadership Team.

The statutory tests and qualifications offered are GCSE, FMSQ Maths, DIDA awards, Vocational Qualifications, ALAN (Adult Literacy and Numeracy), BTECH and Foundation Learning in partnership with Totton College.

The subject offered for these qualifications in any academic year may be found in the centre's published prospectus for the year. If there is any changes to these specifications, the exams officer must be informed immediately.

Decisions whether a candidate should not be taking an individual subject will be taken in consultation with the Parent(s)/Carer(s), subject teachers and curriculum leaders.

### **Key Stage 3**

In September of Year 7, all pupils will be tested to assess their cognitive ability levels. The CATS screening tests are conducted under exam conditions in a formal setting.

### **Key Stage 4**

During each year in Key Stage 4, departments will have the opportunity to do formal practice exams under timed conditions. In conjunction with information recorded by departments on assessments and coursework assignments, the results of these examinations will help to determine their expected and predicted grades and their GCSE entries.

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

### **Exam seasons and Entries**

Internal exams are scheduled in November, December, February and March.

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

Key Skills and ALAN tests may be held throughout the academic year.

BTECH and DIDA programmes, follow the academic year for registration. Learning programmes are normally two years duration.

All internal exams are conducted under external examination conditions.

Heads of department will be given exam entries list by the exam officer to check and confirm students entries and specifications.

## **Timetables**

Once confirmed, exam officer will organise and circulate the exam timetables for both internal and external exams to the tutors.

## **Entries details, amendments and Late entries**

All exam entries will be made by the due date set by the awarding bodies.

Curriculum leaders and teachers will be informed of the entries deadlines by the exams officers for the academic year. It is the department responsibility to ensure all entries given to the exams office before the internal deadlines (set by the exams officer)

All requests by candidates or parents for subject entry, change of level or withdrawal must be agreed by the Head of department.

Candidates or departments will not be charged for changes of tiers, withdrawals or amendments made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the examination boards.

Non attendance fees are payable by the candidate,

Late entries are permitted, however charges may apply to the department responsible for these entries. All late entries must be authorised by the Senior Management Team.

## **BTECH Registration**

Learning programmes follow the academic year and registration is in September/October and completion in June/July. Deadlines will apply.

Exam centre must gain approval from examination board in order to offer BTECH qualifications. Approval must be given at the level of the centre and then subsequently for each qualification that the centre wishes to offer. Application is submitted through Edexcel Online by the exams officer.

For the purpose of application, approval and course administration the programme leader shall be the Head of the department for their subject.

BTECH programme registration will be made via the secure website Edexcel online by the exam officer. Programme leaders should liaise with the exams officer regarding registration and entries.

Programme leaders must notify the exams officer of any withdrawals from the programmes as soon as possible.

### **Exam Fees**

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fee will be paid by the department or the candidate dependant on the circumstances.

Candidates or departments will not be charged for changes of tier, withdrawal by the proper procedures or alterations arising provided they are made within the time allowed.

Candidates must pay all exam fees owed prior to the date of the exam. Failure to do so, will not be allowed to sit the exam at the discretion of the exams officer.