



Maidstone & Malling Alternative Provision

INSPIRING ACHIEVEMENT THROUGH INCLUSION AND SUPPORT

Exam Policy

September 2020/21

The Maidstone & Malling Alternative Provision 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.

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

The exam policy will be reviewed by the Senior Management Team and Exams Officer.

Exam responsibilities

Head Teacher/Assistant Head Teacher

Having overall responsibility for the school as an exam centre,

- 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.

Exams officer

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 are informed of and understand those aspects of the exam timetable that will affect them.
- consults with teaching staff to ensure that necessary controlled assessments are 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 consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration. At The MMAP this task is carried out by the SENCO.
- 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 exams invigilators responsible for the conduct of exams.

- submits candidates' controlled assessment marks, tracks despatch and stores returned controlled assessment 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 SMT, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to head of centre/exams officer.
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The SEN Coordinator /SENCo is responsible for:

- Identification and testing of candidates, requirements for access arrangements. Administration of 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.

Lead invigilator/invigilators are responsible for:

- Collection of exam papers and other material from the exams office 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 office.
- Ensuring exam procedures and regulations are followed in the exam room.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own.
- Adhering to the MMAP's exam rules around phones, hats, bags etc.

Qualifications

The qualifications offered at this centre are decided by the Head and Assistant Headteacher..

The qualifications and tests offered are GCSE, BTEC, Functional Skills, and other Vocational courses.

The subjects offered for these qualifications in any academic year may be found in MMAP's published prospectus for that year. If there has been a change of specification from the previous year, the exams office must be informed by the end of each academic year.

Informing the exams office of changes to a specification is the responsibility of the Heads of Department.

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

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

Exam seasons and timetables

Internal exams and assessments are scheduled in January and June.

External exams and assessments are scheduled in November, March, May and June. On-demand assessments can be scheduled throughout the year.

Internal exams are held under external exam conditions.

The Headteacher/Assistant Headteacher and Subject Teachers decide which exam series are used in the centre.

On-demand assessments are scheduled in agreement with the Exams Officer.

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 Assistant Headteacher and subject teachers.

The centre does take entries from external candidates.

The centre can act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department via Email.

Late entries are authorised by Head of Centre/Assistant Head of Centre.

For Vocational subjects, if a student joins the course after registrations have been made, the relevant member of teaching staff ensures that the Exams Officer is informed of the student's details as soon they join the course. Teaching staff are reminded of this action when Vocational registrations are initially requested.

Exam fees

GCSE entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre after exam board deadline dates have passed.

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

Disability Discrimination Act (DDA)

DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Equality Act

All exam centre staff must ensure that they meet the requirements of the Equality Act 2010.

The centre will meet the disability provisions under the Equality Act 2010, by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre.

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/Inclusion Manager 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 requirement is determined by the SENCo/Inclusion Manager.

Making access arrangements for candidates to take exams is the responsibility of the SENCo/Inclusion Manager.

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

Rooming for access arrangement candidates will be arranged by the SENCo/Inclusion Manager with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Exams Officer with the SENCo/Inclusion Manager.

Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer.

Estimated grades

Heads of department is responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Invigilators

Internal staff will be used to invigilate all internal and external examinations.

Invigilators are timetabled and briefed and given refresher training by the Exams Office.

Malpractice

The Senior Leadership Team is responsible for investigating suspected malpractice, with guidance from the Exams Officer.

Exam days

The Exams Officer will make question papers, other exam stationery and materials available for the invigilators.

Exam officer/Invigilators/centre staff are responsible for setting up the allocated rooms.

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

Subject staff 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 exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or Invigilators, 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

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

Candidates

Candidates

The MMAP published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. All coats and hats to be removed and placed in the office/at the front of the classroom.

Candidates' personal belongings that are handed into centre staff for the duration of the exams will be kept securely. Candidates are expected to hand in mobile phones/music players etc.

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 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 Officer is responsible for handling late or absent candidates on exam day or subsequently. The school office will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Clash candidates

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays as applicable.

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 to the relevant awarding body within seven days of the exam.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The exams 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 exams office by the Heads of department.

Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which can be found in the Exams policies and procedures folder.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded;
- candidates may appeal if they feel their controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification;
- appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements;
- the Head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

Results

Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual result slips on results days, in person at the centre.

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.

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.

Registration and Certificates

Registration & Examination Procedure - Appropriate Tutors to identify learners and select appropriate course registration number.

1. Tutors complete a Qualification Registration Application (copy attached) printed on yellow.
2. Students are registered through the exam board portal for the appropriate qualification by the exams officer.
3. Once registered, the exams officer signs and dates the form.
4. If any amendments/withdrawals are required, tutors complete a Change to qualification/Withdrawal from Qualification form (copy attached) printed on pink. These are passed to the exams officer for the changes to be made.
5. Once the changes have been made the exams officer signs and dates the form.
6. Any students attending to take an exam from another centre (Guest) would be identified through showing 2 forms of identification containing an address, a signature and a photograph.
7. Once the registrations are complete the forms are placed in the Entries file.

ULN Procedure

8. Most of our students come to our provision with a ULN already assigned.
9. If the student does not have a ULN, the exams officer is registered with the Learner Records Service and can either find a learner or assign a new number through this service.

Certification

Once the students' work has been marked and verified the Internal Verifier/Quality Moderator gives documentation to the Exams Officer in readiness for claiming and certification. The Exams Officer claims for the certificates and as they arrive, they are checked by the Exams Officer for accuracy, photocopied and placed in the Achievement Folder provided for the student (see below).

Once the certificates have arrived they are placed in a named display folder (Achievement Folder) one for each student. The display folder is added to throughout the year with FS certificates, vocational certificates etc. On receipt of GCSE certificates, the certificates are photocopied and the originals placed in the students' folder. A letter is then sent to the student stating that they need to come into school to collect their certificates, or to nominate a representative to collect them on their behalf. The certificates are then handed over when this criteria has been met.

Any uncollected certificates will remain in the cellar for a year.

Certificates

Certificates are collected and signed for by the student.

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 one year after which they are destroyed.

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

Head of Centre Exams Officer

Date

The policy is next due for review on September 2021