

# **Tawhid Boys School exam policy**

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## **The 11-16 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 centre's exam processes to read, understand and implement this policy.

The exam policy will be reviewed every two years or more regularly in the light of any significant new developments.

The exam policy will be reviewed by the SMT, Exams officer and Governors.

### **Exam responsibilities**

#### **The head of centre:**

- has overall responsibility for the school/college 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.

#### **Exams officer:**

- manages the administration of 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.

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- 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.
- administers access arrangements and makes applications for special consideration 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 in 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.

**Heads of department** 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.

**Lead invigilator** are responsible for:

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- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the exams 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

### Qualifications offered

The qualifications offered at this centre are decided by the Head of centre, Deputy Head, Heads of department and SMT.

The qualifications offered are GCSE.

Informing the exams office of changes to a syllabus is the responsibility of the Heads of subject and Heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject teachers, Head of subject and Deputy Head. The Headteacher will have the final decision.

## Exam series and timetables

### Exam seasons

Internal exams and assessments are scheduled on demand.

External exams and assessments are scheduled in May, June and July.

The Head of Centre, Deputy Head and Head of Departments decide which exam series are used in the centre.

On-demand tests can be scheduled only in windows agreed between the EO and the SLT

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## Timetable

Once confirmed, the exams officer will circulate the exam timetable for External exams.

### Entries, entry details and late entries

## Entries, entry details and late entries

Candidates are selected for their exam entries by the Head of centre, Heads of department and Deputy head.

The centre may enter candidates for examination prior to Year 11. Senior management and the subject teachers will decide which pupils will be eligible for early examinations.

The centre does not allow pupils to sit examinations for qualifications offered at Tawhid at external centres.

Controlled assessment and coursework is mandatory for examination entry - pupils will not be entered if controlled assessment/coursework is not completed or is deemed unsatisfactory.

Adequate attendance and punctuality is mandatory for examination entry. Pupils may not be entered if attendance and/or punctuality is deemed unsatisfactory.

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

At present, the centre does not accept entries from external candidates.

At present the centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department via Email, Briefing meeting and Internal Post/Pigeon hole.

Late entries are authorised by Head of Centre and Deputy head.

### Exam fees

## Exam fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative

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processes provided these are made within the time allowed by the awarding bodies.

Exam fees are paid by the Candidates.

Late entry or amendment fees are paid by the Candidates.

Re-sit fees are paid by the Candidates.

Re-marking of Exam Scripts fee is paid by the Candidates. In the event of a grade being adjusted, the Examination Board may refund the Fees. In such situation the Candidate will be refunded the Fee.

## **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 Senior leadership team.

## **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 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 and Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCO and Exams officer.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

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## **Contingency planning**

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

### **Estimated grades**

## **Estimated grades**

Heads of departments are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

### **Managing invigilators**

## **Managing invigilators**

School Staff are used to invigilate examinations.

These invigilators will be used for External exams.

Invigilators are timetabled and trained on an annual basis by the centre administration.

## **Malpractice**

The exam 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 is 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.

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.

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

## **Emergencies Evacuation Procedure for Examinations**

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

## **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.

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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 must stay for the full duration of the exam.

Candidates may only 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.

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**

It is the duty of heads of department 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 office by the Heads of Departments. 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.

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.

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## 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.

Those pupils who have not fully paid their fees and owe money to the school will not have access to their results slips until the school has been fully reimbursed.

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

## Certificates

### **Certificates**

Certificates are presented in person during the Year 11 graduation ceremony.

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

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The centre retains certificates for One year.

Head of centre

Exams officer

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...Y Rawat.....

Date 6<sup>th</sup> Oct 20

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The policy is next due for review on ....Sep 24.....

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