

# SCHOOL POLICY

**Turton  
School**

## Exam Policy

Reviewed by:	Teaching & Curriculum Committee
Signed (Governing Board):	
Date:	January 2025
Next Review due:	January 2026

**Produced by Turton School  
(To be reviewed annually)**

# Contents

1. Exam Responsibilities
2. The Statutory Tests and Qualifications Offered
3. Exam Seasons and Timetables
4. Entries, Entry Details, Late Entries and Retakes
5. Exam Fees
6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements
7. Managing Invigilators and Exam Days
8. Candidates, Clash Candidates and Special Consideration
9. Coursework and Appeals against Internal Assessments
10. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)
11. Certificates
12. Controlled Assessment
13. Contingency Plan for Problems in the Examination Cycle
14. Word Processor Policy
15. Appeals against the process for Internal Assessment of work for external qualifications

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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Deputy Head and the Exams Officer.

## 1. Exam Responsibilities

### Head of Centre

Overall responsibility for the school/college as an exam centre.

- Advise on appeals and re-marks.
- Be responsible for reporting all suspicious or actual incidents of malpractice. (Refer to the Joint Council for Qualifications (JCQ) document *Suspected Malpractice in Examinations and Assessments*.)

### Exams Officer

Administration of public and internal exams and analysis of exam results.

- Advise 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 exam boards.
- Oversee the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Administer access arrangements and make applications for special consideration using the JCQ *Access arrangements and special considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations*.
- Identify and manage exam timetable clashes.
- Account for income and expenditures relating to all exam costs/charges.
- Line manage the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arrange for dissemination of exam results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests

- Maintain systems and processes to support the timely entry of candidates for their exams.

#### **Heads of Department**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Accurate checking of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

#### **Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department/faculty.

#### **SENCO**

- Administration of access arrangements.
- 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.

#### **Lead Invigilator/Invigilators**

- Collection of exam papers and other material from the exam's office before the start of the exam.
- Distribution of relevant papers.
- Overseeing entry of candidates into the exam hall
- Diligent observations during period of exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

#### **Candidates**

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

#### **Administrative Staff**

- Support for the input of data.
- Posting of exam papers.
- Collation of certificates prior to issue .

## **2. The Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the Assistant Head.

The statutory tests and qualifications offered are GCSE, A level, BTEC and TECH Award.

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 by the November preceding the commencement of the syllabus.

#### **At Key Stage 4**

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

#### **At Post-16**

It is expected that AS exams, if taken, will be completed during Year 12 and A Level exams during Year 13.

### **3. Exam Seasons and Timetables**

#### **Exam Seasons**

Internal exams are scheduled in November, December, January/February, April, May and June.

External exams are scheduled in November, January, May and June during the academic years 2024/25

All internal exams are held under external exam conditions set by JCQ. Which exam series are used in the centre is decided by the Deputy Head, Head of Sixth Form and the Heads of Department.

#### **Timetables**

The Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

### **4. Entries, Entry Details, Late Entries and Retakes**

#### **Entries**

Candidates are selected for their exam entries by the Heads of Department, subject teachers and Senior leaders.

It is essential all entries are checked by Heads of Departments so that errors do not materialise on the day of the exam.

A candidate or parent/carer can request a subject entry, change of level or withdrawal, but only with prior consultation with the Head of Department. Any changes must be communicated to the Exams Officer. A request must be confirmed in writing. The centre does accept entries from external candidates from students who previously attended Turton School

#### **Deadlines (All exam years)**

November GCSE	4 October
Summer A Level and GCSE	21 February

#### **Late Entries**

Entry deadlines are circulated to Heads of Department via email. Late entries, after above dates, are authorised by the Exams Officer and Assistant Head.

**Retakes**

Retake decisions will be made in consultation with the candidates, subject teachers, Exams Officer, Assistant Head and the Heads of Department.  
(See also section 5: Exam Fees.)

**5. Exam Fees**

Initial registration and entry exam fees are paid by the centre .

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and Post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates.  
(See also section on Retakes.)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry.  
(See also section on Enquiries About Results [EARs])

**6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**  
**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.

**Special Needs**

A candidate's special needs requirements are determined by the SENCO.

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 may be granted during the course and in the exam.

### **Access Arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the 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.

## **7. Managing Invigilators and Exam Days Managing Invigilators**

External invigilators will be used for both internal and external exams.

The recruitment of invigilators is the responsibility of the Exams Office in conjunction with the centre's Personnel and Support manager. All new invigilators will be given training prior to their first examination session.

Securing the necessary criminal records bureau (DBS) clearance for new invigilators is the responsibility of the centre's Personnel and Support Manager.

DBS fees for securing such clearance are paid by the centre. Invigilators are timetabled and briefed by the centre's Personnel and Support Manager.

Invigilators' rates of pay are set by the exams office.

### **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 solely to assist with identification of candidates but must not advise on which questions 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. Anyone who reads an exam paper in the exam room must stay in the room until the exam has finished.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Identity badges must be worn by Sixth Form students on entering the exam room and throughout the exam.

## **8. Candidates, Clash Candidates and Special Consideration Candidates**

The centre publishes rules on acceptable dress and behaviour in examinations. The rules regarding the possession of mobile phones and all electronic devices apply at all times in the exam room.

Warning notices are posted both inside and outside of the exam room. Any contravention of the exam board's rules for conducting exams will result in the students being reported to the exam board as per their malpractice procedure.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in all cases a member of staff must accompany them.

The Exams Officer or other designated person will attempt to contact any candidate who is not present at the start of an exam and deal with the absence or late arrival in accordance with JCQ guidelines.

### **Clash Candidates**

The Exams Officer will be responsible as necessary for identifying suitable supervision, identifying a secure venue and arranging, in exceptional circumstances, overnight stays for candidates with more than six hours of exams in one day. If the clash is simply within one session the Exams Officer will resolve the clash and inform the candidates.

### **Special Consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor. The Exams Officer will then forward a completed special consideration form to the relevant awarding organisation within seven days of the final exam in each subject.

### **Alternative Rooming Arrangements**

Under exceptional circumstances candidates may be permitted to sit their examination in an alternative room to the main examination room. This provision will only be granted on the production of a letter from the student's doctor, stating the reasons for the request.

## **9. Coursework and Appeals Against Internal Assessments Coursework**

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 is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Exams Office by the Heads of Department.

Coursework should be retained by departments until November 21<sup>st</sup> each year.

### **Appeals against Internal Assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office.

## **10. Results, Enquiries About Results (EARs) and Access to Scripts (ATS) Results 2025**

Candidates will receive individual results slips on results days in person at the centre or by post to their home addresses (candidates to provide sae).

November GCSE results issued	9 January 2025
Summer A Level/BTEC results issued	14 August 2025
Summer GCSE/TECH Award results issued	21 August 2025

Arrangements for the school to be open on results days are made by the senior leader.

The provision of staff on results days is the responsibility of the senior leader.

### **EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If a University place is at stake a priority request can be made. The closing date for requests are :-

Non Priority re-mark request (Nov GCSE)	13 February 2025
Priority re-mark request (A Level)	21 August 2025
Priority access to scripts (A Level) to decide next steps	28 August 2025
Priority access to scripts (GCSE) to decide next steps	4 September 2025
Non Priority re-mark request (A Level and GCSE)	25 September 2025

When the centre does not uphold an EAR request, a candidate may apply to have an enquiry carried out. The candidate must pay the fee for this service before the request is submitted. A grade change will result in a refund of the fee by the exams board. Candidates will have to sign a form to acknowledge that they are aware a remark may result in a decrease of their mark. (See section 5: Exam Fees.)

## **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.

## **11. Certificates**

Certificates can be collected in person as they must be signed for. They cannot be posted to students.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. They must be signed for in the certificate collection book to acknowledge receipt.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for six years.

## **12. Controlled Assessment**

Please see separate Controlled Assessment policy.

## **13. Contingency Plan for Problems in the Examination Cycle**

### **1. Absence of the Examination Officer**

The following key tasks are not undertaken

#### **Planning**

Annual collection of data with regard to specifications and awarding bodies not undertaken.

Plan not produced identifying key tasks, key dates and deadlines.

Sufficient invigilators not recruited and trained.

#### **Entries**

Awarding bodies not informed of estimated entries which will prompt early information for teaching staff.

Candidates are not entered for external examinations.

Awarding Board deadlines are missed causing late entry fees to be incurred.

#### **Pre-exams**

Exam timetables and awarding Board information not issued to candidates.

Examination timetable with allocation of rooms and invigilators not prepared.

Examination assessment materials and candidates' work not stored under secure conditions.

Internal assessment marks not submitted to the board or moderators.

**Exam time**

Candidates' scripts not dispatched to exam boards or examiners.  
Reports not submitted to awarding bodies during exam periods e.g., late arrival, suspected malpractice, special consideration.

**Results and post- results**

Access to examination results affecting distribution of results to candidates.  
The compiling and submission of post-results requests (ERAs).

**Centre actions**

Assistant Head or Deputy Head will take responsibility and delegate as appropriate.

**2. Absence of the Head of Centre**

Deputy Head will take responsibility and delegate as appropriate.

**3. Absence of SENCo and their staff****Planning**

Candidates not tested to identify potential access arrangements.  
Evidence of need not collated for inspector visit.

**Pre-exams**

Request for approval of access arrangements not submitted to awarding Board.  
Requests for modified papers not submitted.

**Exam time**

Access arrangement support not arranged for students and subsequently students not allocated rooms for their examinations.

**Centre actions**

SENCo to liaise with Exams Officer over pre-exams and exam time.  
Alternative arrangements to be made for testing.

**4. School unable to open due to unforeseen circumstances**

The school will open, wherever possible, for exam candidates only after seeking advice from the relevant authorities.

Alternatively, with the permission of the awarding Board, seek an alternative venue. We have a reciprocal arrangement with Thornleigh School.

Apply for Special Consideration for the candidates involved.

## 5. Cyber attack

Please see separate Cyber security policy and Business continuity Plan

## 14. Word Processor Policy

A word processor cannot be granted to a candidate because they prefer to type rather than write, or can work faster on a keyboard, or because they use a laptop at home.

The use of a word processor **MUST** reflect the candidate's normal way of working and be appropriate to the candidate's needs.

This list helps to identify candidates who would benefit from the use of a word processor, although it is not exhaustive;

- A learning difficulty which has a substantial and long-term adverse effect on the ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisation problems when writing by hand
- Poor handwriting

The only exception to the above would be in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course.

A word processor will be provided with the spelling and grammar checkers and predictive text facility switched off. Word processors will be in good working order at the time of the examination. There will be no internet connection.

The candidates should use 12pt font and double spacing in order to assist the examiners marking the script.

Candidates must ensure that their name, centre number (32143), candidate number (e.g. 1234) and unit code (e.g. 8700/1) are typed or handwritten on each page. Each page must also be numbered as a footer..

Candidates may use their answer booklet in addition to the word processor if they wish to do so. They must inform the invigilator that some of their answers are in the booklet.

Candidates must be told to save their work at regular intervals.

Printing must be carried out as soon as the examination is finished, and the candidate must be present to verify that the work printed is their own.

The work must be printed in the presence of the candidate and securely attached to the answer booklet.

A JCQ word processor cover sheet must be completed and attached to the candidate's script. This must be signed by the invigilator and the Examinations Officer. On this form it is important to include the total number of typed pages submitted and if there are some answers contained in the question paper/answer booklet.

## **15. Appeals against the process for Internal Assessment of work for external qualifications**

### **Reviewed September 2024**

Turton School is committed to ensuring that whenever our staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If a student feels that there has been a procedural irregularity or an issue with the assessment process, they may make use of this appeals procedure.

This process should only be invoked when all other mechanisms within the centre have failed to resolve the matter. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade. The existence of this procedure is made known to students.

1. Appeals should be made as soon as possible, and, for the Summer Series, must be made by the 23<sup>rd</sup> May.
2. Appeals should be made in writing stating the details of the complaint and the reasons for the appeal to the Deputy Head with responsibility for examinations, who will investigate the appeal. If they are directly involved in the assessment in question or are unable to conduct the investigation for another reason, the Head teacher will appoint another member of staff to conduct the investigation.
3. The investigating officer will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice. This will be done before the end of the series (currently the end of June for the summer series).
4. Appellants will be informed in writing of the outcome of the appeal, including, if appropriate, any correspondence with the board, any changes made to the assessment of their work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Head teacher, and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
6. Appellants should be aware that after coursework/controlled assessment has been assessed internally it is moderated by the awarding body (examinations board,) to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. This moderation is outside the control of Turton School and is not covered by this procedure. If you have

concerns about this, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examination board post results publication.

## STUDENT APPEAL APPLICATION

Student Name: \_\_\_\_\_

Subject: \_\_\_\_\_

Level: GCSE    AS    A2    BTEC/Tech Award

Assessing Teacher: \_\_\_\_\_

Description of coursework piece:

Assessed mark by teacher \_\_\_\_\_ out of \_\_\_\_\_

Please outline why you are appealing on the basis of procedural irregularity and/or error in the assessment process.

Please provide any evidence of the procedural irregularity or assessment process error outlined above.

Signed \_\_\_\_\_ (candidate)

Signed \_\_\_\_\_ (parent) Dated: \_\_\_\_\_

Office use only Date appeal received \_\_\_\_\_

Outcome dated: \_\_\_\_\_

Outcome: