



THE LAMMAS  
SCHOOL

## Exams Policy

Last Reviewed: October 2021  
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Reviewed every 3 years

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## 1. Introduction and aims

Our school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

## 2. Roles and responsibilities

### 2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

### 2.2 Head of Centre

The head of Centre:

- Has overall responsibility for the Lammas School as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments

Our head of centre is Mark Bland.

### 2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- Manage the administration of internal and external exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process
- 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
- Track, dispatch and store returned coursework/controlled assessments
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments.

- Our exams officer is Pauline Jones.

## 2.4 Data Manager

- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Advise on appeals and re-marks

Our data manager is Stephen Bailey.

## 2.5 Curriculum Leaders and subject Leaders

Curriculum Leaders and subject Leaders are responsible for:

- Advising the data manager of any changes to syllabus or assessment details for their subjects
- Advising the data manager of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the data manager
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

## 2.6 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the Curriculum Leader and the data manager.

## 2.7 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

Our SENCO is Mari Chivers

## 2.8 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

## 2.9 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

## 3. Qualifications offered

Mark Bland and the SLT team, in discussion with curriculum leaders, will decide the qualifications Lammas School will offer.

We offer the following types of qualifications:

- GCSE's
- BTEC's
- Functional Skills
- GCE A level's

The subjects offered for these qualifications in any school year may be found in our prospectus' as well as the Year 9 options booklet.

If there will be a change to a specification, the exams office should be informed at the start of the qualification (Year 10 or Lower VI)

The specification is the actual content/syllabus of the exam (as opposed to qualification type or subject). For instance, switching from OCR to AQA for English.

Informing the data manager of changes to a specification is the responsibility of SLT Line Manager for that subject area.

Decisions on whether a candidate should not be entered for a particular subject will be taken by the Curriculum Leader in consultation with the class teacher. For any students that isn't being entered this must be discussed with the SLT Line Manager for that subject with evidence to support that decision. (See 6. Entries for more detail)

## 4. Exam series

Internal/mock examinations are normally scheduled as following for each of the exam cohorts:

- December Mocks
- Feb/March PPE's.
-

External Exams and assessments are scheduled in normal exam series:

- May – June of each year for GCSE and A levels.
- January and May for BTEC external exams.

Internal exams are held under external exam conditions. SLT decides which exam series are used in the centre. The centre does offer assessments on an on-demand basis for BTEC only. On-demand assessments can be scheduled only in windows agreed between the Data Manager and the BTEC Quality Nominee in liaison with the relevant Curriculum leaders.

Due to COVID-19, 2020-2021 exams have been cancelled and replaced with Teacher Assessed Grades (TAG's)

There are 2 assessment periods for Year 11 and Upper VI, these are:

2 weeks from Monday 22<sup>nd</sup> March 2021

4 weeks from Monday 3<sup>rd</sup> May 2021

Teachers may also carry out in class assessment to support the evidence portfolios of the students as well as use work completed outside of lesson times providing that its authenticity can be assured.

## 5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables external exams at a specified date before each series begins. For internal exams, the AHT in charge of logistics (currently Bob Sawali) will schedule and distribute assessment timetables.

## 6. Entries (including entry details and late entries and non-entries)

All students at Key Stage 4 & 5 follow courses leading to certification in public examinations. We regard entry as an entitlement and students will be entered whenever they have a chance of obtaining a grade.

In order to be entered, students are expected to:

- have a satisfactory attendance record
- meet controlled assessment and homework deadlines
- sit the mock examination, Pre public Exams, practical exams and/or modular tests
- comply with school and examination board requirements.

All students are entered for A Level, AS Level (GCE) GCSE, BTEC and other subject-specific examinations, including tier of entry, in consultation with subject teachers, Curriculum Leaders and with parents/carers.

If a student has worked hard to complete all work applicable to the course, entry for an examination will normally be automatic at the appropriate level. The level at which a student is entered is ultimately the responsibility of the School.

Year 11 & Upper VI students who are in danger of not being entered for a GCSE or GCE exam should be told immediately upon return to school in January, at the very latest. The Curriculum Leader should inform parents/carers in writing at this point. However, good practice would suggest that students and parents/carers would have been kept informed

about this throughout the autumn term of Year 11/Upper VI, to allow them the opportunity to fulfill the entry requirements.

Any decisions made regarding non-entry must be made in consultation with the SLT Line Manager and the Head of Year who will have an overview of exam entries for individual students and the year group as a whole. The SLT Line Manager will then make a recommendation to the RSL for KS4 or Head of VI form if the student is not to be entered.

If a student is removed from an examination entry, they will be required to spend that term improving their work in other subjects. In the first instance, this will be English and Maths if they are not on target and then their other GCSE option subjects in order to ensure 5+ GCSEs including English and Maths.

Curriculum Leaders will make decisions regarding levels of entry in consultation with the subject teacher and students.

All Year 11 students will be entered for English, Mathematics and Science.

The Examinations Officer will use the Statement of Exam Entry to inform parents/carers in writing by the end of January about exam entries and levels of entry. Parents/carers and students will be required to sign this document which will also inform them of any charges to be made if the student does not fulfill the examination requirements or fails to attend an exam and does not provide a medical certificate.

Entry deadlines are circulated to Curriculum Leaders via email. Once a candidate's entry has been confirmed with parents/carers and the Examinations Officer, any changes made by a Curriculum Leader must be notified in writing to parents/carers and the Examinations Officer. Any additional fees incurred by late changes to exam entry (except those beyond the department's control) may be deducted from the department's capitation.

Candidates or parents/carers cannot request subject entry, change of level or withdrawal; however they are welcome to discuss this with the class teacher and/or the Curriculum Leader.

We do not accept entries from private candidates and we do not act as an exams centre for other organisations.

Curriculum Leaders will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines. Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the SLT Line manager for that subject and Mark Bland.

## 6.1 Community Languages

Students are encouraged to enter for a GCE and GCSE in their community language, even if they are not studying that subject at school. They are, however, required to provide evidence from their external tutor of their readiness to sit the exam and the appropriate level recommended.

## 6.2 Re-sits

We allow re-sits for the following types of qualifications:

- BTECs

- GCSE's – If staying on to VI Form and need to improve their Year 11 outcome.
- Function skills

We do not allow re-sits for the following types of qualifications:

- GCSEs (In Year 11)
- A-levels

Re-sit decisions will be made by Curriculum Leaders in consultation with their SLT Line Manager.

## 7. 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. The exams officer will publish the deadline for actions well in advance of each exams series.

We are not allowed to charge pupils to enter “prescribed public examinations” we have prepared them for in school, or for re-sits of these exams that we have prepared them to re-sit at school. This is set out in the DfE’s guidance on [charging for school activities](#). “Prescribed public examinations” includes GCSEs, AS-levels and A-levels. A full list is in the annex to an [explanatory memorandum to the Education \(Prescribed Public Examinations\) \(England\) Regulations 2010](#).

We may charge for:

- Exams or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations
- Exams not on the set list of prescribed public examinations
- A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal
- The cost of most EARs will be paid by the centre unless the centre does not advise this course of action. If the candidate still insists on this, they will be responsible for costs.

## 8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation. We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head via the SENCo.

## 9. Access Arrangements

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate’s access arrangements requirement is determined by the SENCo. Ensuring there is appropriate evidence for a candidate’s access arrangement is the responsibility of the SENCo. Room arrangements for candidates using access arrangements will be organised by



the exams officer. Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the exams officer

## 10. Contingency planning

Contingency planning for exams administration is the responsibility of Mark Bland and Pauline Jones. Contingency plans are available via email and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations. Adjustments and changes for the 2021 Teacher Assessed Grades is communicated to staff via email by Rhianne Pawley.

## 11. Estimated grades

Class teachers are responsible for completing estimated grades when requested. It is the responsibility of the Curriculum Leader to check these and submit them to the data Manager when requested. The data manager, will then submit these to the exam boards as per their schedules.

## 12. Managing invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and external exams for Year groups 11 and 13.

Recruitment of invigilators is the responsibility of the exams officer via an agency. If invigilators require Disclosure and Barring Service (DBS) checks, the agency are responsible for obtaining these. DBS fees are not paid by the centre. Invigilators rates of pay are set by the agency. This is then negotiated with the school when they are booked. Invigilators are recruited, timetabled, trained and briefed by the Exams officer.

## 13. Malpractice

For any work that is produced outside of an exam environment, students must sign a learner declaration form to confirm that work is of their own production and that all quotations etc. have been cited. If there are any concerns by a teacher that malpractice or plagiarism has occurred, they must report this as soon as possible to their line manager. Curriculum Leaders must report this to the data manager as well as the SLT staff member in charge of exams.

In 2021, staff have been guided on the regulations of the Teacher Assessed Grades process and this will be over seen throughout by their CL and SLT. If there are any concerns with the actions and/or procedures these must be reported to the Head of Centre immediately.

The head of centre, in consultation with exams officer, is then responsible for ensuring that suspected malpractice is thoroughly investigated.

Malpractice would include, but is not limited to:

- failure to appropriately authenticate a student's work
- deception
- improper assistance to students
- breaches of internal security

- over direction of students in preparation for common assessments
- allegations that centres submit grades not supported by evidence that they know to be inaccurate
- centres enter students who were not originally intending to certificate a grade in the Summer 2021 series
- failure to engage as requested with awarding organisations during the External Quality Assurance and appeal stages
- failure to keep appropriate records of decisions made and teacher assessed grades.

The consequences of malpractice or maladministration as published in the JCQ guidance: JCQ Suspected Malpractice: Policies and Procedures and including the risk of a delay to students receiving their grades, up to, and including, removal of centre status has been outlined to all relevant staff. Teacher malpractice may result in disciplinary action for the member(s) of staff involved.

## 14. Mal-administration

It is essential the all procedures are in place to minimize any mal-administration issues or errors when submitting grades to the exam boards. No data should be submitted in isolation and all data must be checked by not only the data manager but also the curriculum leader and the SLT Raising Standards Leader or Head of VI form.

‘Safety net’ timelines are in place to ensure that data is not only entered in a timely manner but to also insure that irregularities can be addressed before final submission.

In the event of an appeal, the first stage of this will be checking that mal-administration has not occurred. This will be the responsibility of the data manager in liaison with the Curriculum Leader. Teacher maladministration may result in disciplinary action for the member(s) of staff involved.

## 15. Conflict of Interest

To protect the integrity of assessments, all staff involved in the determination of grades must declare any conflict of interest such as relationships with students to our Head of Centre for further consideration. We will carefully consider the need if to separate duties and personnel to ensure fairness in later process reviews and appeals.

Our Head of Centre will take appropriate action to manage any conflicts of interest arising with centre staff in accordance with the JCQ documents - General Regulations for Approved Centres, 1 September 2020 to 31 August 2021. Non-declaration of a conflict of interest may result in disciplinary action for the member(s) of staff involved.

## 16. Exam days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationary and materials available for the invigilator.

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements at least 7 days in advance.

A rota of SLT and the exams officer will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 Curriculum Leaders in accordance with JCQ's recommendations and no earlier than 48 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with school support staff.

## 17. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the RSL. Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject. This is particularly true of mobile phones and other electronic devices with text or digital facilities. Any precluded items must not be taken into the exam room.

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. Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times. The exams officer is responsible for handling late or absent candidates on exam day.

### 17.1 Clash candidates

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue

## 18. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Curriculum leader to that effect. The Curriculum Leader must then inform the Exams officer and Head of Centre.

The candidate must support any special consideration claim with appropriate evidence within 3 working days of the exam. The exams officer will make a special consideration application to the relevant awarding body within 5 working days of the exam.

### **2021 Ofqual Guidance**

The usual process of centres submitting special consideration applications to awarding organisations for qualifications will not apply this summer. As the range of evidence is flexible and can be tailored to an individual student according to coverage of the specification, then instances of special consideration should be limited.

Centres should be able to select work completed by a student where they were unaffected by adverse circumstances. Where this is not possible and a temporary illness, a temporary injury or some other event outside of the student's control may have affected their performance in assessments which will be used to determine a grade, teachers should take this into account and document how they have done so.

Special consideration cannot be applied due to lost teaching and learning. This can be addressed through the flexibility of the range of evidence centres may use to determine students' grades. Students should only be assessed on the content of the specification covered.

Centres must be satisfied that the issue or event has had, or is reasonably likely to have had, a material effect on a student's ability to demonstrate his or her normal level of attainment in an assessment. Centres must record how they determined the impact of the misfortune. Students must be reminded to raise any mitigating circumstances which warrant special consideration. It is important that students raise these issues as soon as possible, ideally at the time of the assessment and prior to the submission of the teacher assessed grade.

## **19. Internal assessment**

It is the duty of Curriculum Leaders 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 internally assessed work are provided to the exams office by Curriculum Leaders. The Data manager will inform staff of the deadline date for appeals against internal assessments. Any appeals will be dealt with in accordance with our internal appeals procedure document.

If possible, link to your internal appeals procedure here, or explain where it can be found.

## **20. Results and certificates**

Candidates will receive individual results slips on results days in person at school. The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made by the exams officer and the head of centre.

The provision of the necessary staff on results days is the responsibility of the exams officer and the head of centre.

Dates of results days each year will be publicised for all candidates through the school website, letters home as well as on reports home.

### 20.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of most EARs will be paid by the centre unless the centre does not advise this course of action. If the candidate still insists on this, they will be responsible for costs.

All decisions about whether to make an application for an EAR will be made by role curriculum leaders and approved by Rhianne Pawley.

If a candidate's request for an EAR is not supported, the candidate may appeal to the head of centre and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the [role(s)] – likely the exams officer, following the JCQ guidance.

### 20.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 10 days of the receipt of results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned. The data manager is responsible for processing requests for ATS. The cost of ATS will be paid by the centre.

## 21. Monitoring and review of policy

The head of centre is responsible for ensuring that this policy is reviewed every 3 years. However, if there are changes to the exams system, JCQ guidance or our curriculum offer, this policy should be reviewed sooner.

It should be reviewed again at the start of the 2021/2022 academic year in light of the TAG's changes of 2020-2021.