



**Five  
Rivers®**

**FIVE RIVERS  
CHILD CARE LTD**

The Spires  
Exams Policy

***'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'***

Policy Owner	Exams Officer
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## 1. Policy

### 1.1 Policy Statement

The purpose of this exams policy is to ensure the planning and management of exams is conducted efficiently and in the best interest of the candidates and to guarantee the operation of an efficient exams system with clear guidelines for all relevant staff

### 1.2 Terms and Definitions

1.2.1 The below table sets out a number of terms and definitions used within this document:

<b>Term</b>	<b>Definition</b>

### 1.3 Data Protection

1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

### 1.4 Disclosure of Information

1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

## 2. Exam Responsibilities

### 2.1 Head of Centre

- Has overall responsibility for the school 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”

### 2.2 Exams Officer

- Manages the administration of internal exams and external exams
- Advises the Head of Centre, 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
- 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 publications for Access arrangements, reasonable adjustments and special consideration
- Identifies and manages exam timetable clashes
- 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 Head of Centre, any post results service requests.

### 2.3 Teachers

- Supply information on entries, coursework and controlled assessments as required by the Head of Centre and/or exams officer

### 2.4 Special Educational Needs Coordinator SENCo

- Identify candidates' requirements for access arrangements and notify 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).
- work with the exams officer to provide the access arrangements required by candidates in exams rooms.

### 2.5 The Invigilators

- Assist the exams officer in the efficient running of exams according to JCQ regulations
- Collect exam papers and other material from the exams office before the start of the exam
- Collect all exam papers in the correct order at the end of the exam and ensure their return to the exams office.

## 2.6 Candidates

- Confirm and sign their entries
- Understand coursework/controlled assessment regulations and sign a declaration that authenticates the coursework as their own
- Ensure they conduct themselves in all exams according to the JCQ regulations

## 3. Qualifications offered

The qualifications offered at this centre are decided by the Senior Leadership Team.

The types of qualifications offered are:

Entry Level Science  
Entry Level Functional Skills ICT  
Entry Level English  
Entry Level Maths

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed.

Informing the exams office of changes to a specification is the responsibility of the Senior Leadership Team.

Decisions on whether a candidate should be entered for a particular subject will be taken by The Subject Teacher in consultation with the Head Teacher.

## 4. Exam Series

Internal exams (mock or trial exams) and assessments are scheduled when the candidate is deemed ready by the subject teacher.

External exams and assessments are scheduled in June.

Internal exams are held under external exam conditions.

The Senior Leadership Team decides which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Subject Teacher and the Exams Officer.

## 5. Exam Timetables

Once confirmed the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

## 6. Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email and briefing.

Subject teachers 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 (i.e. late) require the authorisation, in writing, of the head teacher.

GCSE re-sits/retakes are allowed.

Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by the subject teacher in consultation with the head teacher.

## 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 for each exams series.

GCSE entry exam fees are paid by the centre.

Functional skills entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Fee reimbursements *are/are not* sought from candidates:

- *if they fail to sit an exam.*
- *if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.*

Re-sit fees are paid by the centre.

## 8. 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 Exams Officer.

## 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 subject teacher.

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 Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

Managing private candidates is the responsibility of the Exams Officer.

## 10. Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer.

Contingency plans are available via the school intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## 11. Estimated grades

Subject teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## 12. Managing invigilators

External staff will not be used to invigilate examinations.

## 13. Malpractice

The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.

## 14. 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.

The Exams Officer or invigilator will start and finish all exams in accordance with JCQ guidelines.

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

After an exam, the Exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with parcel force.

## 15. 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 Exams Officer.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts 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 stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or



storage devices with text or digital facilities. Any precluded items must not be taken into an exam room

Note: 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.

## 16. Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exam Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

## 17. 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 stated date by the awarding exam board. 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.

## 18. Results

Candidates will receive individual results slips on results days,

- in person at the centre
- by post to their home address - candidates to provide a self-addressed envelope
- posted (recorded delivery)

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.

The provision of the necessary staff on results days is the responsibility of the Exams Officer.

## 19. Enquiries about Results (EAR)

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 the group of candidates.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by The Senior Leadership team.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

## 20. Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 30 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.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the candidate.

Processing of requests for ATS will be the responsibility of the Exams Officer.

## 21. Certificates

Candidates will receive their certificates

- in person at the centre
- by post to their home address

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 2 years.

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A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Head of centre

Exams officer

*Louise Bethel*

*Elain Watkins*

Date

11<sup>th</sup> September 2020