



THE Boswells SCHOOL

A member of the Chelmsford Learning Partnership

11-19 SCHOOL

At The Boswells School, our aim is 'to provide an outstanding education for all our students'. We expect our students to aspire for excellence in everything that they do.

Responsible	Local Governing Body
Lead Staff Member	Deputy Headteacher (Behaviour Welfare and Safety)
Approved by	Local Governing Body
Date Approved	May 2019
Version	2
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KEY STAFF INVOLVED IN THE EXAMINATION POLICY

Head of Centre and Executive Headteacher: Paul Banks
Headteacher: Stephen Mansell
Deputy Headteacher: Terri-Leigh Jones
Deputy Headteacher and Safeguarding Lead: Cheryl Noble
Assistant Headteacher: Lesley Grover
Assistant Headteacher: Simon Jones
SENCo: Andrea Thorne
Exams Officer: Kathleen Whitfield
Data Manager: Simon Groom

THE BOSWELLS ACADEMY TRUST – EXAMINATION POLICY

The purpose of this Examinations Policy :

- 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.

Staff involved

Head of Centre: is a member of staff who is accountable to the awarding bodies for ensuring the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.

Exam Officer is the person appointed by the head of Centre to act on behalf of, and be the main point of contact for, the centre matters relating to the general administration of awarding body examinations and assessments

Senior Leadership Team (SLT) support the Head of Centre's exam related responsibilities

General 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 every year

This exam policy will be reviewed by the Head of Centre, Headteacher and when appropriate the Directors

1. Exam responsibilities

Head of Centre

Overall responsibility for the school as an exam centre and ensures compliance with the published JCQ regulations and awarding body requirements in order to deliver qualifications

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials. Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation
- Advises on appeals and re-marks
- Takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) either before, during the course of and after examinations have taken place
- Investigates any instances of alleged or suspected malpractice(which includes maladministration)
- Informs the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff by completing the appropriate documentation.
- Appoints an Examinations Officer to act on behalf of the centre in matters relating to the administration of examinations and assessments.
- Enables the Exam Officer to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments
- Appoints a SENCO to organise and oversee access arrangements and reasonable adjustments for candidates sitting exams in accordance with JCQ regulations;
- Ensures a policy is in place that identifies the centres commitment to offer candidates access arrangements and reasonable adjustments in line with current regulations
- Recruits and appoints with integrity with regard to both general and vocational regulations;
- Appoints a Quality Nominee to oversee the BTEC qualifications

- Responds accurately and promptly to the National Centre Number Register (NCNR) annual update, confirming they are both aware of and adhering to the latest version of these regulations
- Confirms their details or informs the awarding bodies and NCNR immediately of any changes to their contact details through the National Centre Number Register (as administered by OCR on behalf of the JCQ awarding bodies – AQA, CCEA, OCR, Pearson and WJEC). Changes to the Centres address or storage facility must be notified no later than 6 weeks before.
- Notifies the NCNR immediately of any changes were the circumstances could affect the centre status
- Informs the awarding bodies, before the published deadline for entries of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family (which includes step-family, foster-family or similar close relationships) or household for examinations and assessments, or where members of their family will be sitting examinations and assessments. Awarding bodies should also be informed where children of exams office staff are being entered for examinations and assessments;
- Has in place a written examination contingency plan, examinations policy and procedures which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.
- Has in place a written child protection/safeguarding policy, including Disclosure Barring Service (DBS) clearance, which satisfies current legislative requirements;
- Has appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements.
- Ensures that the Centres registered address is staffed between 8.30 am and 3.30 pm during term time
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the JCQ publication Instructions for conducting examinations
- Ensures there is a designated secure storage facility in a room solely assigned to examinations
- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials;

- Co-operates with the JCQ Centre Inspection Service, an awarding body or regulatory authority when subject to inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical;
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection by JCQ. Inspectors will be accompanied at all times
- Assists an awarding body in carrying out any reasonable monitoring activities;
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments;
- Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date;
- Allows candidates access to relevant pre-release materials, on or as soon as possible after the date specified by the awarding bodies;
- Creates examination/assessment conditions, including on-screen and computer-based assessments, which ensure that the work submitted is that of the candidate alone using only the items/materials specified;
- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications;
- Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure the candidates work is produced, authenticated and marked or assessed and assured in accordance with the awarding body instructions
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned;
- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

- Ensures the school complies with the General Data protection Regulations and Data Protection Act 2018

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Examinations Officer

- Manages the administration of public and internal exams
- Is familiar with the latest JCQ documents : General Regulations for Approved Centres, Instructions for conducting exams (ICE), Access Arrangements and Reasonable Adjustments, A guide to the Special Consideration Process, Suspected Malpractice in Examinations and Assessments; Instructions for conducting coursework, Instructions for conducting non exam assessments
- 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 exam boards
- Oversees the production and distribution to 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 exam timetable that will affect them
- Consults with teaching staff to ensure that necessary internal assessments are completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries when required by the exam boards
- Able to demonstrate the receipt, secure movement and secure storage of question papers and confidential material ensures the secure storage facility only contains current and live confidential material and is able to accommodate 3 weeks of question papers and confidential material
- Check attendance of students at each exam, and contact students if missing
- Make sure all of the completed scripts are all accounted for, securely packaged, with correct addresses and are collected by carriers on time.
- When required liaise with Heads of Department and SLT regarding the scheduling of controlled assessments and any necessary equipment and/or accommodation.

- Administers access arrangements and makes applications for special consideration with reference to the current JCQ Access Arrangements, Reasonable Adjustments and Special Consideration documents
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Line manages the exams invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' internal assessments work and /or marks in collaboration with the subject teacher , tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Submits declaration of very late arrival of candidates
- Submit special consideration requests were candidates meet the published criteria
- Arranges for dissemination of exam results and certificates to candidates.
- Administers Post Result Service requests
- Maintains systems and processes to support the timely entry of candidates for their exams and certification.
- Produces seating plans for all exam venues, and display at venues before the exam starts
- Liaise with caretaking staff on the set up and maintenance of exam rooms and equipment.
- Be familiar with fire evacuation procedures should they occur during an examination.
- Be familiar with the schools Lock Down procedure

Heads of Department

- Ensures specifications being studied are appropriate
- Are familiar with the malpractice guidelines
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries

- Ensure accurate completion of internal assessment mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer and awarding bodies
- Involvement in post-results procedures
- Provide the Examinations Officer with details of entry codes for all examinations and controlled assessments
- Manage the conduct of controlled assessments within the department in accordance with JCQ guidelines and the requirements of the awarding body
- Organise internal standardisation for controlled assessments
- Review annual moderator reports

Teachers

- Be fully conversant with and comply with the award specification and malpractice regulations
- Submission of candidate names and tier entries to Heads of Department
- Conduct controlled assessments in accordance with JCQ guidelines and the requirements of the awarding body
- Ensure all live internal assessments are kept secure and confidential at all times whilst in their possession and is not shared with other candidates
- Provides internally assessed marks to students prior to submission to the exam board and inform candidates of the Appeal process
- Inputs internal assessment marks to exam boards in collaboration with the exam officer

Special Education Needs Co-ordinator (SENCO)

- Application for Access Arrangements and administration of access arrangements must be carried out in accordance with the latest JCQ publication
- Access arrangement designated by the school must be appropriately documented

- To recruit suitably qualified specialist assessors, check the assessors qualifications and ensure the assessments are administered correctly
- Notification of access arrangements (as soon as possible after the start of the course)
- Identification and testing of candidates' requirements for access arrangements
- Provision of additional support — when appropriate and in accordance with the guidelines.

Senior Invigilator/Invigilators

- Be familiar with the JCQ "ICE" document and Boswells Policies and procedures if they relate to the exam process or contact with candidates
- Collection of exam papers and other material from the Exams Officer before the start of the exam
- Complete exam related administration tasks requested by the Exam Officer
- Conduct examinations in accordance with JCQ regulations
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Office
- Set up exam venue to be ready for the next exam if appropriate
- Notify Examinations Officer of any malpractice or factors affecting the running of the examination immediately.
- Notify Examinations Officer of any absentees and mark attendance sheets and seating plans appropriately
- Be familiar with the JCQ malpractice guidelines and the process for reporting malpractice or suspected malpractice.
- Be familiar with the evacuation and lockdown procedures during an exam, and if on site at any other time.
- Ensure confidentiality is maintained

Candidates

- Confirmation and signing of entries

- Candidates shall abide by the current JCQ published regulations. covering both written examinations and coursework, controlled assessment. Copies of which will be available on the school's website
- Understands internal assessment / coursework/ NEA regulations and malpractice regulations.
- Signs a declaration that authenticates their coursework/NEA /internal assessment work as their own when required by the regulations

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Executive Headteacher in collaboration with the SLT and Heads of Department.

The statutory tests and qualifications offered are GCSE, A levels, BTEC. Other qualifications can be added at the discretion of the Head of Centre.

The subjects offered for these qualifications in any academic year may be found in the school's published prospectus for that year. If there has been a change of syllabus from the previous year, the Examinations Officer must be informed by 30th June in the preceding academic year.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body according to their needs and abilities.

At post-16 Candidates will study over a two year period either A levels or Level 3 qualifications.

University Admission tests where appropriate will be offered.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams for Years 10-13 are scheduled by the Headteacher. These may consist of formal or informal assessments.

The main external exams are scheduled from May until the end of June, however students may sit external exams in November or January if the specification allows and with the approval of the Head of Centre.

3.2 Timetables

The Examinations Officer will circulate the exam timetables for both external and internal exams once these are confirmed for Year 11-13

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Heads of Department.

A candidate or parent/carer can request a subject entry, change of tier or withdrawal, but the final decision remains with the Headteacher

The centre accepts external entries at the discretion of the Headteacher in conjunction with the Examinations Officer. External candidates will be treated equally.

The school will have in place procedures to identify both internal and external candidates

Applications for transferred candidates must be made in accordance with JCQ guidelines and the published deadlines

4.2 Late entries

Entry deadlines are circulated to Heads of Department via email

Late entries are authorised by the Headteacher or, Deputy Headteacher in conjunction with the Head of Faculty.

Late fees may be charged to department budgets or the candidate where deemed to be appropriate by the Headteacher

4.3 Retakes

Internal candidates may retake GCSE examinations in English and Maths in the November following the summer examinations at the discretion of the Head of 6th Form.

External candidates wishing to retake GCSE or GCE examinations may pay to do so at the discretion of the Headteacher. An administration fee will be added to the entry fee

5. Exam fees

GCSE, GCE, Level 1, 2 and 3 qualifications initial registration and entry exam fees are paid by the school.

Late entry or amendment fees are paid by the school unless the lateness is due to the candidates.

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. Changes outside of these deadlines will be subject to late fees which may have to be paid for by the requesting department.

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

Retake fees including an administration fee will have to be paid for by the candidate before their entry can be submitted to the exam board.

Candidates must pay the fee for an enquiry about a result unless it is the school enquiring about a result.

6. Access Arrangements and Reasonable Adjustments

The Boswells Special Educational Needs Policy details how the Boswells School complies with the current regulations and should be referred to. Additional SOP's may be written to help identify how the regulations are followed for external exams or for internal assessments

If a candidates requires any access arrangements or reasonable adjustments for external exams the SENCo in collaboration with any relevant professionals will decide if this can be authorised by the Centre or requires JCQ/awarding body approval.

Access arrangements must be in accordance with JCQ published guidelines.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and must be within published timelines.

Rooming for access arrangement candidates will be arranged by the SENCO with the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officer.

7. Estimated grades

Estimated Grades

The Heads of Department will submit estimated grades to the Exams Officer when requested by the exam board.

8. Managing invigilators and exam days

8.1 Managing Invigilators

External invigilators and Teacher Invigilators will be used for exam supervision at Key Stages 4 and 5.

Teacher invigilators may not invigilate the subject they teach.

The recruitment of invigilators is the responsibility of the Examinations Officer in consultation with the Headteacher

Securing the necessary Disclosing and Barring Service (DBS) clearance for new invigilators is the responsibility of the school's Human Resources department.

DBS fees for securing such clearance are paid by the school.

Invigilators are trained by the Exam Officer on exam procedures/ guidelines

Invigilators will receive Safeguarding Training

Invigilators are timetabled and briefed by the Examinations Officer.

Invigilators' rates of pay are set by the school.

Invigilators may not invigilate an exam in which a member of their family * (birth family, step family, foster family or similar close family relationship) is sitting the exam at The Boswells School

Invigilators with family * sitting exams at another centre will not have unaccompanied access to the exam papers before the scheduled start time, and will hand their phones to the Exam Officer on their arrival at The Boswells School

8.2 Exam Days

The Examinations 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.

Access arrangements and reasonable adjustments as agreed with the SENCo and according to the current JCQ guidelines will be followed

The Premises Team is responsible for setting up the allocated rooms.

The Lead Invigilator will start all exams in accordance with JCQ guidelines.

Members of the SLT may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted

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

Exam papers will not be distributed to staff until after the awarding bodies finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the exam.

9. Candidates, clash candidates and special consideration

9.1 Candidates

Candidates should follow the schools and JCQ's published rules on how to conduct themselves for all controlled assessments and exams. Rules will be updated on the school's website when appropriate.

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 may only leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The Examinations Officer 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.

Candidates should contact the EO if there are any adverse personal or family circumstances (such as illness, bereavement) prior to or during the exam season.

9.2 Clash Candidates

The Examinations Officer will be responsible for identifying clash candidates and rescheduling clash exams within the guidelines. The EO will arrange invigilator and rooms for the clash candidates and where necessary arrange overnight stays.

9.3 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 school, or the exam invigilator, 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 Examinations Officer will then forward a completed special consideration form to the relevant awarding body.

The school will allow candidates to sit an examination in an alternative venue in accordance with JCQ guidelines.

10. Centre Assessed work: , controlled assessments, coursework, non-exam assessments (NEA) and portfolios of evidence

Subject teachers in collaboration with Heads of Department shall be responsible for the teaching, conduct, and marking (when required) of internal assessments, in accordance with the Awarding Board specification/guidelines and JCQ guidelines*.

*JCQ Instructions for conducting non-examination assessments (new GCE & GCSE specifications) and JCQ Legacy GCE and unitised AS and A-Level qualifications ELC and Project Qualifications Instructions for conducting Coursework

Subject teachers will keep all live internal assessments secure and confidential at all times whilst in their possession. Live work cannot be shared with other candidates

Marks for internally assessed work will be checked by the subject teacher or HOD and provided to the candidates and to the Examinations Officer by the internal deadline. Candidates will be informed about the internal appeals process. Marks will be submitted to the exam boards in a timely manner to meet their prescribed deadlines. Subject teachers or HOD's will present all assessed work that needs to be sent to the awarding body according to the internal deadlines. The Exam Officer will despatch the work securely and in accordance with the exam board deadlines and will keep a record of what has been sent when and to whom.

Candidates who have to prepare portfolios should do so by the end of the course or centre defined deadline

All assessed work retained in, or returned to The Boswells School will be stored safely and securely until after the deadline for reviews of marking, moderation, an appeal or a malpractice investigation has been completed, whichever is the later.

11. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

11.1 Results

Results will be kept confidential and restricted to key members of staff at the discretion of the Head of Centre until the official date and time of release of results to candidates

Candidates will receive individual provisional statements of results promptly on results days in person at the school, regardless of any disputes (such as non-payment of fees). Upon provision of a stamped addressed envelope a candidate's results slips may be posted to their home address. Emails will be sent if written permission is given to the Exams Officer in advance of results day.

Arrangements for the school to be open on results days are made by the Leadership Team in conjunction with the Examinations Officer and Premises Team.

The provision of staff on results days is the responsibility of the Headteacher . The Exam Officer or a member of the SLT will also be available the day after the results are released to candidates

If due to unforeseen circumstances we are unable to open the school on results day, details of alternate arrangements will be put on the website.

Subject Access Requests from candidates will be dealt under the terms of the General Data Protection Regulations and within their prescribed timelines.

11.2 Post Result Service and Appeals

The Post Result Service, includes access to scripts, clerical checks, a review of marking and reviews of moderation. Candidates will be given information on the Post Result service and the Appeal process before the exam season starts through any or all of the following: assemblies, via email or the school website.

On results day the candidates will be issued with the Post Result Form, which should be completed, signed and returned with payment to the Exam Office within the timelines for that season.

Candidates written consent for clerical checks, reviews of marking and access to scripts must be obtained after the publication results.

Post Result Service request must be made through The Boswells School and submitted by the exam board published deadlines in accordance with JCQ publication Post Result Service

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. When these are no longer required they will be disposed of in a confidential manner.

A Re-view of marking cannot be applied for once an original script has been returned.

12. Certificates

GCSE Certificates are presented in person at The Boswells School Presentation Evening. GCSE Students unable to attend a GCE students can collect their certificates from the school's reception.

Certificates may be collected on behalf of a candidate by a third party adult, provided they have been authorised to do so in writing or from the candidates personal email address.

Certificates are not withheld from candidates who owe fees. The school retains certificates for a period of one year. After which unclaimed certificates are archived in preparation for being sent for confidential secure destruction In accordance with JCQ guidelines a record of all certificates destroyed will be kept for four years from the date of their destruction. Exam boards will be informed of which certificates will be destroyed.

Candidates will be informed that some awarding bodies do not offer a replacement certificate service