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Co-op Academy
Grange

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Examinations Policy

Approved: November 2019

Review Due: November 2023

CO-OP ACADEMY GRANGE EXAMINATIONS POLICY

RATIONALE

Public examinations provide vital summative assessment, generally at the end of a key stage. This assessment gives information to Students, Parents/Carers, other Education Institutions, Local Authority and Government agencies and Employers about knowledge, understanding and skills achieved. To this end Co-op Academy Grange participates willingly in the administration of these examinations in the best interests of the Students and the academy. In addition, other internally set and marked examinations may take place at other stages in a Student's progress through the academy in order to both prepare for public examinations and check student learning.

Purpose

To ensure that:

- The examinations system in this academy combines entitlement with flexibility.
- Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent; robust administration helps them to achieve their best.
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour.
- Students are guided in their decisions about whether to withdraw an examination entry or undertake a re-sit and do so with full knowledge of the implications for their careers or further education.
- Staff understand fully their obligations and responsibilities with relation to examinations.
- The academy meets the requirements of examination security and is properly equipped to undertake the administration of examinations to the guidelines and instructions issued by the Joint Council for Qualifications (JCQ), including data processing and a results service.
- Accurate examination data is available to inform target setting.
- Curriculum planning, target setting and careers links take into account up-to-date information on the current examinations system.
- Access Arrangements for Students who meet the current criteria published by JCQ will be applied fairly and consistently to ensure no Student is left disadvantaged in any examination at any stage.

Guidelines

Responsibilities for public examinations:

- **Head Teacher (Head of Centre)** - overall accountability for the academy as an examinations centre.
- **Deputy Head (Curriculum)** - organisation of the opportunities for external validation of courses followed at key stages 4 and post 16.
- **Curriculum Leaders and Achievement Leaders** - guidance and pastoral oversight of students who are unsure about examination entries or where alteration of the initial entry is made, involvement in post-results procedures.
- **Examinations Officer** - management and administration of entries, relevant paperwork, organisation and security of examination sessions and examination data, recruitment and management of External Invigilators.
- **Assistant Head (character and culture)** - guidance and careers information.
- **Administrative Staff** - support for the input of data, communication with the examination boards, posting of examination papers and the post results procedures.

At Key Stage 3

- Use will be made of reading age assessments and CATs Tests as appropriate to aid assessment and target setting.

At Key Stage 4 and Post-16

- All Students should be entitled to and enabled to achieve an entry for qualifications from an external awarding body.
- Entries will be made by the examinations office staff after consultation with Curriculum and Achievement Leaders, and will be returned for checking before submission to the examination boards by the deadlines imposed by them. Subject Leaders are accountable for the accuracy of entries made.
- Candidate Statements of Entry will be issued to each Student with an explanatory letter as soon as all entries have been confirmed by Subject Coordinators. It is the Student's and his/her Parents/Carers responsibility to ensure he/she is in full agreement with the statement.
- If a Student's entry in any subject is to be withdrawn there must consultation with the Assistant Headteacher Achievement. The Student, Parents/Carers, Curriculum Leader, Achievement Leader, Subject Coordinator, Subject Teacher, Examinations Officer and if necessary the Head of Careers should be involved before a final decision is made. A final decision to withdraw must be confirmed in writing to Parents/Carers from whom a written confirmation slip will be requested.

- All Students will be monitored carefully throughout their time at the Academy, and coursework and attitude notified to the Achievement Leader and Curriculum Leader using the appropriate reporting systems.
- Any proposed major changes to the examination board, style or timing of examinations, e.g. modular and on-line courses, must be discussed and approved by the leadership group based on information given by the relevant Subject Coordinator in consultation with the Examinations Officer.
- Amendment of entries which incur a financial penalty from the examination boards may be charged to subjects if they arise from that subject's error or omission.
- Changes of tier, withdrawals made by the proper procedures and alterations arising from administrative processes will not be charged to subjects.
- Before an examination season begins every student will be issued with a personal Candidate timetable giving full details of the dates, sessions, allocated seat numbers and candidate number for their own examinations. Student's will also be issued the JCQ Information for candidates notices. It is the student's responsibility to ensure he/she adheres to his/her own timetable and is present for each examination listed.
- Every Candidate must be able to prove, with photographic evidence, his/her identity when attending public examinations. The academy expects each Candidate to do so by placing their academy I.D. badge on their examination table at the commencement of each examination. Students who cannot be identified or confirmed may be removed from the examination at the discretion of the Lead Invigilator after consultation with the Examinations Officer.

The academy will impose a charge equal to the financial charges levied by examination boards on:

- Students whose entries are withdrawn because of lack of coursework.
- Students who make a decision to sit or not to sit an examination after the late entry/withdrawal deadline.
- Students who fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances. This will be communicated in writing to Students and Parents/Carers at the start of GCSE and post 16 courses.

At Post-16

- Re-sits will be charged to the candidate at a rate based on the charge levied by the Examination Board plus an administrative charge.
- Re-sit decisions will be made in consultation with the Student, Subject Teacher and Subject Coordinator, Head of Sixth Form and Examinations Officer.

- After the release of results, Subject Teachers may request the return of papers or a re-mark at the academy's expense. If a Student requires this service against the judgment of the Subject Teacher, he/she will be charged.

Examination Security

- The Examinations Officer, Examinations Administrative Staff and External Invigilation Staff are responsible for the security of examinations and will follow the current rules and Instructions for the Conduct of Examinations published by JCQ and updated each year.
- The Head of Centre and the Examinations Officer have sole discretion regarding visitors to the examination rooms who are unconnected with the administration and invigilation requirements.
- In the interests of the security of the examinations, and to protect Teaching Staff from potential accusations of malpractice, access to the question papers is not permitted until after the exam has finished and the completed papers have been collected and sent to the exam board. Where personal Candidate clashes mean that an examination will take place at a later time than that published, no member of Staff who has accessed the question paper will be allowed contact with the Candidates concerned who will remain under examination supervision throughout the intervening period.
- Should a member of staff access a question paper before the times shown above, he/she will remain in the examination room until the deadline is reached. Subject Leaders will be available to answer any subject specific queries should the Examinations Officer deem it necessary.
- Spare and unused question papers left at the end of an examination will remain under the supervision of the Examinations Officer until at least 24 Hours following the conclusion of the session to guarantee the security of the papers for other centres, which may have had to reschedule a particular examination to resolve clashes. Papers will not be released if answer booklets from the academy's own students have not left the building. Members of the Teaching Staff who wish to view a paper may do so in the examinations office on the strict understanding that the papers cannot leave that office until the Examinations Officer releases them.

Malpractice in Public Examinations and Related Coursework

- The Academy is committed to applying the current JCQ Policies and Procedures when a Student is suspected of contravening the regulations in any examination or in the preparation of coursework.
- Students will be issued with the Notices to Candidates issued by JCQ which give full details of what a candidate must and must not do in examinations and in the preparation of coursework.

- If malpractice is suspected or discovered a full investigation will be conducted and the Student(s) concerned given the right to prepare a written statement for submission to the examination board(s) if necessary. Parents/Carers will be informed in writing of any decisions made, after consultation and careful consideration of the facts.
- Any student who has to be reported to the examination boards will be notified (along with their parents/carers) in writing of the outcome as soon as a decision is reached.

Examination Appeals Procedures

The academy is committed to ensuring that whenever its Staff assess 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. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between Staff, consistency will be assured by internal moderation and standardisation. If Students believe that this may not have happened in relation to his/her work, he/she may make use of the appeals procedure.

Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The full appeals procedure is published as a separate document.

GCSE and A Level Results Service

- When results are published appropriate Staff will distribute results, be available to give guidance to Students and prepare data for publication and monitoring purposes.
- This service will be managed by the Examinations Officer, External Invigilation Staff and other member(s) of the Administrative Staff as required.
- The Head of Centre, Examinations Officer and Examinations Office Staff are committed to the confidentiality of results prior to the official notified time and date for their publication.

Examination Certificates

- Examination Certificates will be issued to Students who are still continuing their education at the Academy as soon as possible after receipt from the examination boards.
- Certificates for Students who have left will be sent by post to the last known address held against the Student record. Students must ensure that their details are accurate prior to the issue of certificates.

- Any unclaimed certificates will be securely destroyed after holding them for 12 months from the date of issue. A record of certificates destroyed will be kept for a further period of four years from the date of their destruction.

Internal Examinations

- The exact nature of summative assessment in each subject will be determined by the Deputy Head (Curriculum) within the rationale and purposes of this policy and other related policies.
- Internal Trial examinations for Years 10 and 11 will be held under full examination conditions under the management of the Examinations Officer using Teacher Invigilators at the discretion of the Deputy Head (Curriculum).
- Students whose behaviour in internal examinations held under full examination conditions is unacceptable will be reported to the Examinations Officer who will decide what course of action to take. A letter will be sent to Parents/Carers informing them of the situation and he/she will be warned that any repetition may result in him/her not being entered for the public examinations.
- The cost of internal examination papers is the responsibility of subject areas.