



OXFORDSHIRE HOSPITAL SCHOOL

EXAMS POLICY - NOVEMBER 2016

The policy purpose

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.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of Centre, SLT and exams officer.

Exam responsibilities

The Head of Centre in conjunction with Assistant Heads:

- have overall responsibility for the school as an exam centre and advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice – refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.

The exams officer:

- advises the senior leadership team, subject and Key Teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to staff, governors 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, their parents and relevant medical professionals are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts

- administers access arrangements and forward applications for special consideration to entering centres (in conjunction with Key Teachers and Heads of Sectors)
- identifies and manages exam timetable clashes
- where appropriate, organises the training and monitoring of a team of exams invigilators responsible for the conduct of exams in conjunction with Heads of Sectors and the Headteacher
- submits candidates' coursework, tracks despatch and liaise with the entering centres Exams Officer.
- Ensure all the necessary transfer candidate paperwork is completed in due time.
- Any alternative venue forms are submitted in accordance with JCQ guidelines.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Key Teacher/Subject Teachers are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- notification of access arrangements requirements (if not in place) as soon as possible after admission to OHS
- submission of candidate's names to Head of Sector and Exams Officer
- accurate completion of coursework mark sheets and declaration sheets
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Key Teachers, with support from SENCO or Head of Sector where appropriate, are responsible for:

- identification and testing of candidates, requirements for access arrangements (if this has not been completed by the entering centre)
- the provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment, or due to their medical/mental health condition, to help candidates achieve their course aims.

Invigilators are responsible for:

- preparation of the exam room
- the conduct of the students under exams conditions
- the collection of exam papers and other material from the exams office before the start of the exam
- the distribution of correct exam papers to students
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office

- to tidy up exam room after exam has finished and students dismissed.

Candidates are responsible for:

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

Qualifications

The qualifications offered at this centre are decided by the Head of Centre and the senior leadership team.

The qualifications offered are Edexcel Pearson Functional Skills, AQA unit Award Scheme, GCSE and AS/A2.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, entering centre SENCO, Key Teacher, Core Subject Coordinators and Head of Sector.

Exam series and timetables

Exam series

AQA Unit awards are completed on demand.

Functional Skills on line testing is requested by the subject teacher when appropriate

External exams and assessments are scheduled in line with examination boards and entering centres timetables.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for internal exams and external exams.

Entries, entry details and late entries

Candidates are selected for their exam entries by Key Teachers, in conjunction with Home Schools.

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

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

Entry deadlines are circulated to staff via email and briefing meeting.

Late entries are authorised by Heads of Sectors.

GCSE re-takes are allowed.

Re-take decisions will be made in consultation with candidates, Key Teachers, Heads of Sectors, Exam Officer and Head of Centre.

Exam fees

Candidates or OHS 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.

GCSE, AS and A2 entry exam fees are paid by the entering centre.

AQA Units Award fees are paid by the OHS.

Re-take fees are paid by the entering centre.

Equality Act

Definition of disability

- Section 6 of the Equality Act 2010 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out normal day to day activities'.

Access arrangements

The centre will meet the requirements of the Equality Act by ensuring that the Exams Centre is accessible and provides an improving candidate experience. This is the responsibility of the Head of Centre, Senior Leadership team and Exams Officer.

A candidate's access arrangements requirement is determined by the Home School SENCO and Key Teacher in conjunction with the Head of Sector, Head of Centre and relevant medical advice.

Making access arrangements for candidates to take exams/controlled assessments is the responsibility of the entering centre.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the entering centres Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer with the Head of Sector of OHS.

Invigilation and support for access arrangement candidates will be organised by the Head of Sector and Exams Officer.

Reasonable Adjustments

Duty to make a reasonable adjustment

- The duty for OHS to make a reasonable adjustment will apply where assessment arrangements would put a disabled candidate at a substantial disadvantage in comparison with a candidate who is not disabled. In such circumstances, the awarding body is required to take reasonable steps to avoid that disadvantage.

Interventions that a school can reasonably be expected to make, on the advice of a specialist assessor, are:

- Adapting assessment materials
- Adaptation of the physical environment for access purposes
- Adaptation to equipment
- Assessment material in an enlarged format or Braille
- Assessment material on coloured paper or in audio format
- British Sign Language (BSL)
- Changing or adapting the assessment method
- Changing usual assessment arrangements
- Extra time e.g. assignment extensions
- Language modified assessment material
- Practical assistant
- Prompter
- Providing assistance during assessment
- Reader
- Scribe
- Transcript
- Use of assistive software
- Using assistive technology
- Use of CCTV, coloured overlays, low vision aids
- Use of a different assessment location
- Use of ICT/responses using electronic devices

It is important to note that not all of the adjustments (as above) will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed the same adjustment for all assessments

Learners should be fully involved in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification

As the needs and circumstance of each learner are different, centres must consider any request for a reasonable adjustment on a case by case basis. Evidence of need will be required.

A specialist assessor is

- A specialist teacher with a current SpLD Assessment practising Certificate or
- An appropriately qualified psychologist registered with the Health & Care Professions Council

All specialist assessors must:

- Have a thorough understanding of the current edition of the JCQ publication *Access Arrangements and Reasonable Adjustments* and the principles, procedures and accountabilities involved
- Be familiar with the Equality Act 2010 (although it is not their role to determine what is a “reasonable adjustment”, but rather to help identify access arrangements that might assist the candidate)
- Hold an appropriate qualification to teach and make recommendations for secondary aged or adult learners who have learning difficulties

Contingency planning

This is linked to the Oxfordshire Hospital School Business Continuity Plan

Contingency planning for exams administration is the responsibility of the Exams Officer. The Exams Officer will oversee all training of an assistant.

In the absence of the Exams Officer the Head of Centre and Assistant Head will assume overall responsibility for exams

Private Candidates

Managing private candidates is the responsibility of the Headteacher and Exams officer.

Baseline grades

Key teachers are responsible for submitting baseline grades to the exams office when requested by the exams officer.

Managing invigilators

OHS support staff are used to invigilate examinations.

Invigilators will be used for internal and external exams.

The training of invigilators is the responsibility of the Exams Officer.

Invigilators are timetabled and briefed by the senior leadership team or the Exams Officer.

Malpractice

The Exams Officer is responsible for investigating suspected malpractice reporting to the Headteacher.

If the Exams Officer is suspected of malpractice the investigation will be completed by the Headteacher

Exam days

The exams officer (or substitute or invigilator) will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Exams Officer (or substitute or invigilator) is responsible for booking and setting up the allocated rooms.

The Exams Officer (or substitute) will start all exams in accordance with JCQ guidelines.

Subject staff may not be present at the start of the exam.

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

Exam papers must not be removed from the exam room before the end of a session

Exam papers must not be read by any member of staff.

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

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 are expected to stay for the full exam time at the discretion of the exams officer or invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer (or substitute) is responsible for handling late or absent candidates on exam day.

Clash Candidates

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

Special Consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the invigilators responsibility to alert the exams officer to that effect.

The Assistant Heads for CHTS, HAU and OTS must support any special consideration claim with an appropriate letter within three days of the exam. This letter must be signed by the Assistant Head and the person responsible for the candidates medical/mental health needs ie. CAMHS, Doctor etc.

The exams officer will forward a special consideration letter to the relevant home school within seven days of the exam.

Internal assessment

Internal assessment replaces the largely discontinued term coursework.

It is the duty of Key Teachers to ensure that all internal assessments are 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 and appeals

Marks for all internally assessed work will be completed by the entering centre. Any OHS baseline grades are provided to the Exams Officer by Key Teachers.

Appeals against internal assessments must be made via the entering centre by the date advised in the relevant JCQ documentation.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy available from the exams officer.

Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual result slips on results days either in person at the entering centre or by post to their home address (candidates will be required to make the arrangements with the entering centre)

Arrangements for the centre to be open on results days are made by the Exams Officer.

EARs

EARs may be requested to the entering centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

If a result is queried, the entering centre is solely responsible for requesting a re-mark.

When the entering centre does not support a candidate or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

After the release of results, candidates may ask subject staff at the entering centre to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes from the entering centre. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates are presented in person (if possible) at an appropriate time in the sector unit attended. They are otherwise posted (recorded delivery).

Certificates cannot be collected on behalf of a candidate by third parties, unless they have been authorised to do so.

The centre retains certificates for one year.

Other documents and appendices:

Appeals against internally assessed marks
GCSE Controlled Assessments Staff Responsibilities
OHS Business Continuity Plan

Governor approval and review dates:

This policy was approved by the full governing body in (month and year to be inserted). It is due for review by (month and year to be inserted).

Signed