

## **EXAMS POLICY**

### **PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

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#### **LAST REVIEW DATE**

July 2022

#### **NEXT REVIEW**

July 2023

## Exams Policy

### 1. Introduction

The Exams Policy seeks to outline the policy of Albemarle College towards internal mock exams and external A Level and GCSE exams.

The Centre is committed to ensuring that the exams management and administration process is run effectively and efficiently.

This exam policy will ensure that:

- all aspects of the centre exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that “... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute” [JCQ General regulations for approved centres]
- exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

## **2. Mock Exams**

Students must sit monthly mock exams to be held at the start of October, November, December, January and February

Students will further sit a full set of mock exams during the 'Easter Mocks'. Two weeks are set aside for students to experience a simulation of what the real external exams will be like.

If students underperform in the Easter Mocks, the Curriculum Managers reserve the right to withdraw students from external exams. This will be done in consultation with parents, relevant teachers and the student concerned. The student's past performance in the monthly mocks will be taken into account, as will their track record in the monthly reports (which are issued after each monthly mock cycle).

Mock exams are set and marked by teachers, in consultation with the relevant Heads of Departments. Subject leaders produce mark schemes for each mock exam in their subject, and provide guidance to students as to what will be acceptable answers to questions. The decision of the subject teacher/HoD is final in all appeals against the marking criteria of internally set mock exams.

## **3. Non-Attendance of Monthly Mocks**

Mock exams are an important part of the student's learning and it is essential that the student attends and completes ALL Mock Exams.

Should a student be absent for a Mock Exam, they must recognise that the date and time of the Mock will NOT be re-arranged and their grade will be entered as Absent.

If the student fails to attend a mock exam without adequate explanation from your parent/guardian, the following actions will be taken:

A verbal warning from the subject teacher.

A meeting with the Curriculum Manager/Personal Tutor will be arranged.

The student will be given his/her final warning.

Repeated non-attendance in Mock Exams will result in the student not being entered for national examinations.

#### **4. Study Leave**

Study Leave is determined at the discretion of the Principals. Year 12 students are given study leave during the period of their AS exams, normally from the second week in May to the end of the first week in June.

2Year and 1Year students (both A level and GCSE) must attend all lessons up to the end of the A level or GCSE programme, which ends the Friday before the May Half Term.

2Year or 1Year students who have external exams during this period may miss morning lessons when their exam is in the afternoon session. However they must attend afternoon lessons if their exam was held in the morning.

#### **5. Revision Lessons**

Teaching Staff may request Revision Lessons during the AS study leave period for AS students.

Revision lessons may be requested for 2YRA students during the May Half Term and in the first two weeks in June.

As there is generally a high demand for rooms, revisions lessons will be timetabled between 3:30 and 6:30 on weekdays during term time.

## 6. Exams officer

- Understands the contents of annually updated JCQ publications including:  
General regulations for approved centres  
Instructions for conducting examinations  
Suspected Malpractice in Examinations and Assessments  
Post-results services (PRS)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required

The Exams Officer is responsible for the Exam Cycle

The exams management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle and relevant tasks required within this grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results
- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines

- Collects information on internal exams to enable preparation for and conduct of [insert the titles these internal exams are referred to in the centre]

The Exams officer

- Issues individual exam timetable information to candidates
- Issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

## **7. Access arrangements SENCO**

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements thereby ensuring that
  - Gathers evidence to support the need for access arrangements for a candidate
  - Liaises with teaching staff to gather evidence of normal way of working of an affected candidate
  - Determines candidate eligibility for arrangements or adjustments that are centre-delegated
  - Gathers signed data protection notices from candidates where required
  - Applies for approval through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO

- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s)
- Provides and annually reviews a centre policy on the use of word processors in exams and assessments

### **8. Appealing Against Exam Results**

In the event that you request re-mark, please note the following procedure:

- a) At first instance, we will request a 'Return of Script' from the exam board that will be marked/analysed by your subject tutor
- b) Should the subject tutor feel there is scope for a successful re-mark, your Curriculum Manager will authorise a re-mark through the exams office

### **9. Appealing Against Controlled Assessment**

In the event that you request re-moderation, please note the following procedure:

- a) The subject tutor will assess the moderator's report submitted with results
- b) Should the subject tutor feel there is scope for a successful re-moderation, your Curriculum Manager will authorise a re-moderation through the exams office

## **10. Guidelines for Students Sitting External Exams**

### **Students Must Check Their Statements Of Entry:**

Check your statement of entry carefully so you know your exam dates and times. Please inform the Exam Office (Room 8) of any mistakes on your statement of entry as soon as possible. The College does not take responsibility if you are not entered for an exam and have not checked the accuracy of your Statement of Entry.

### **Students Must Check The Exam Times:**

Students must be at the exam location by 8.30am for AM exams. Students must be at the exam location by 1pm for PM exams. Students who are more than 30 minutes late may not be allowed to sit their exams.

### **Bring The Right Equipment:**

A-Level language students sitting listening exams must bring their own CD players and headphones. Mathematics and Science students must bring calculators. The college will not provide equipment to students during an exam. It is your responsibility to bring the correct equipment.

### **Black Pens Only:**

Students can only write in exams with black pens. Bring a spare pen in case one runs out of ink.

### **Mobile Phones/Mp3 Players/Headphones:**

Mobiles, MP3 and MP4 players and headphones must be handed in to invigilators before sitting exams.

### **Students Suspected of Cheating**

An investigation will be undertaken if an invigilator suspects a student of cheating. The invigilator will make a written statement and a meeting will be called with the Parents and the Curriculum Manager, the invigilator and student. If the student is deemed guilty they will be withdrawn from all public external exams and the Exam Boards will be notified.

### **Please Be Quiet When Leaving Exams:**

Once finished leave the exam quietly. Do not talk loudly outside the exam room. Show respect to students still sitting exams.