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**Contents**

* Purpose of Exam Regulations
	+ Exam Responsibilities
	+ Qualifications
* Exam Administration
	+ Exam Series and Timetables
	+ Entries, Entry Details and Late Entries
	+ Exam Fees
	+ Managing Invigilators
	+ Malpractice
	+ Exam Days
	+ Pupils Arriving Late
	+ Exam Clashes
	+ Special Considerations
	+ Word Processors
	+ Pupil Identity Checks
* Equality Legislation
* Contingency Arrangements
* Candidates
* Internal Assessments and Appeals
* Results
* Certificates

These regulations are next due for review before the 2020 summer exam series.

**Purpose of Exams Regulations:**

* To ensure the planning and management of exams is conducted efficiently, following all regulations and to ensure candidates can take exams in a setting that enables them to have fair access to the exam.
* To ensure the operation of an efficient exams system with clear guidelines for all staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement these regulations.

The exam regulations will be reviewed every two years or if a significant change to staffing or procedures occurs. The exam regulations will be reviewed by the Head of Exams in consultation with all interested parties.

Where references are made to JCQ regulations/guidelines, further details can be found at their website; [www.jcq.org.uk](http://www.jcq.org.uk).

**Exam Responsibilities**

***Head of Centre****:*

* Has overall responsibility for the Academy as an exams centre and advises on appeals and re-marks.
* Is responsible for reporting all suspected or actual incidents of malpractice - refer to JCQ document; *Suspected Malpractice in Examinations and Assessments*.

***Head of Exams:***

* Advises the Senior Leadership Team, subject and class tutors as well as other relevant support staff on annual exams timetables and procedures.
* Makes decisions on exam provision, protocols and arrangements in line with JCQ guidelines and in consultation with the Examinations Officer.
* Has delegated responsibility for the Academy as an exams centre and advises on appeals and re-marks.
* Is responsible for reporting all suspected or actual incidents of malpractice to the Head of Centre.
* Accounts for, and tracks, the income/expenditure relating to exams and their related costs.
* Is responsible for all exam related policy and procedure documents.

***Examinations Officer:***

* Manages the administration of internal and external exams.
* Advises the Head of Exams 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.
* 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.
* Process access arrangements for candidates **excluding candidates within the Learning Support department** 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.
* Line manages the Senior Exams Invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
* Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

***Assistant Head with Responsibility as SENDCo:***

* Identify and test candidates’ requirements for access arrangements and notify the Examinations Officer in good time so that they are able to process any necessary applications in order to gain approval.  Ensure that appropriate evidence is given to the Examinations Officer prior to the processing of exam access arrangements.
* Process access arrangements for candidates within the Learning Support department following the regulations set out in JCQ publications for Access arrangements, reasonable adjustments and special consideration. Ensure that all evidence required by the examination board is available for inspection.
* Administer access arrangements and provide evidence to the exams officer to make applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
* To ensure the person completing the Access Arrangement paperwork for each candidate has the correct level and type of qualification to make that judgement valid in each case.
* Take responsibility for all exam rooms for pupils within the Learning Support department, ensuring that access arrangements are administered correctly and that each exam meets the requirements set out in the JCQ General & Vocational Qualifications, Instructions for conducting examinations booklet.
* Notify the Examinations Officer, in good time, if support is required with rooming and invigilation.
* Notify the Head of Exams if there are any issues which may prevent the standards set out in the JCQ Access arrangements, reasonable adjustments and special consideration booklet and the JCQ General & Vocations Qualifications, Instructions for conducting examinations booklet being met.

***Directors of Faculty/Heads of Department:***

* Guide and oversee candidates who are unsure about exams entries or amendments to entries ensuring all candidates know their tier of entry before the day of the exam, if applicable.
* Stay up-to-date with any syllabus changes and/or exam requirement alterations and attend training on such.
* Accurately complete entry and all other mark sheets and adhere to deadlines set by the Examinations Officer.
* Submit Estimated Grades to the Examinations Officer by the date requested.
* Ensure candidates' coursework/controlled assessment/NEA marks and any other material required by the appropriate awarding bodies is submitted correctly on schedule.
* Check with teaching staff the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
* Accurately complete coursework/controlled assessment mark sheets and declaration sheets.
* Ensure marks are given to pupils, in order to allow an appeal to be raised prior to providing the marks to the exam board.
* Make decisions on post-results procedures and actions.
* Track, dispatch and store returned coursework/controlled assessments.

***Teachers:***

* Supply information on entries, coursework and controlled assessments as required by the Directors of Faculty/Head of Department and/or Examinations Officer.
* Submit Estimated Grades to the Directors of Faculty/Heads of Department by the date requested.

***Lead Invigilator/Invigilators:***

* Assist the Examinations Officer in the efficient running of exams according to JCQ regulations.
* Ensure exams are run in accordance with Hall Meads Invigilation Guide and JCQ ICE booklet.
* 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 ensuring their secure return to the exams office.

***Candidates:***

* Check entry information and raise any concerns with the examinations officer.
* Understand coursework/controlled assessment/NEA regulations and sign a declaration that authenticates the coursework as their own.
* Ensuring they conduct themselves in all exams according to the JCQ regulations.

**Qualifications**

The qualifications offered at this centre are decided by the Head of Centre.

The types of qualifications offered are**GCSE, BTEC, Entry Level qualifications and AQA UAS.**

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 by May.

Informing the exams office of changes to a specification is the responsibility of the Directors of Faculty/Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by subject teacherin consultation with the Head of Department; however, no candidate will be withdrawn for an exam without ratification of the Senior Leadership Team*.*

**Exam Administration**

**Exam Series and timetables**

* Internal exams and assessments are scheduled in the Academy calendar*.*
* External exams and assessments are scheduled in January, March and Summer exam series.
* Internal exams are held under external exam conditions, which seek to replicate External exams to give pupils experience of these before undertaking real exams.
* The Head of Exams decides which exam series are used in the centre.
* The centre does offer some assessments on an on-demand basis; these are subject to the approval of the Head of Exams.
* Once confirmed the Examinations Officer will circulate the exam timetables for internal and/or external exams before each series begins.

**Entries, Entry Details and Late Entries**

* Candidates or parents cannot request a subject entry, change of level or withdrawal directly with the Exam Office. If candidates or parents require subject entry, change of level or withdrawal they should discuss this with class teacher and then Director of Faculty/Head of Department if they are not satisfied with the outcome.
* The centre may accept entries from private candidates on a case by case basis. The ultimate decision for entry remains with the Head of Exams, in consultation with the Examinations Officer.
* The centre does not act as an exams centre for other organisations.
* Entry deadlines are circulated to Director of Faculty/Head of Department via email reminders given in staff briefing.
* Heads of Director of Faculty/Head of Department will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.
* Entries and amendments made after an awarding organisation’s deadline (i.e. late) require the authorisation of the Director of Faculty/Head of Department.
* GCSE re-sits/retakes are allowed.
* Re-sit decisions will be made by subject teacher in consultation with their Director of Faculty/Head of Department.

**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 Examinations Officer will publish the deadline for action well in advance for each exams series.
* GCSE entry exam fees are paid by the centre.
* Late entry or amendment fees are paid by the department unless the candidate requests the change, in contradiction to the advice of the Director of Faculty/Head of Department who leads the exam subject.
* Fee reimbursements are sought from candidates:
	+ If they fail to sit an exam without medical evidence or evidence of other mitigating circumstances.
	+ 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, department or candidate dependant on who requests them.

**Managing Invigilators**

* Invigilators will be used for KS 4 Internal and GCSE External Exams.
* Recruitment of invigilators is the responsibility of the Examinations Officer.
* Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Examinations Officer who will be advised by the Head of HR.
* CRB fees for securing such clearance are paid by the centre.
* Invigilators rates of pay are set by the Pay Policy Committee.
* Invigilators are recruited, timetabled, trained and briefed by the Head Invigilator and Examinations Officer.

**Malpractice**

The Head of Centre, in consultation with the Head of Exams is responsible for investigating suspected malpractice and pursuing any action necessary and informing the relevant external authorities.

**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 invigilators.
* Site staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.
* The Head of Exams/Lead Invigilator/Examinations Officer will start and finish all exams in accordance with JCQ guidelines.
* Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.
* In practical exams, subject teachers’ presence and support will be in accordance with JCQ guidelines.
* Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Director of Faculty/Head of Department once the candidate examination papers have been sent securely and are no longer on the schools premises.
* After an exam the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

**Pupils arriving late**

Any pupil arriving after the published start time of the exam must go immediately to the Exams Officer. The Exams Officer will decide if the pupil is able to sit the exam based on JCQ rules and invigilation availability.

**Exam Clashes**

The Head of Examinations/Examination Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

**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 Examination Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam.

The Examinations Officer will make a special consideration application to the relevant awarding body within 2 days of the exam.

**Word Processors**

Word processors will only be provided if it is the candidates normal way of working within the school and with approval from the Director of Access & Autism. Approval will only be given if there is a proven need. If a pupil requires a word processor on the day of the exam due to a broken bone, then the decision will be made by the Exams Officer who will keep the Director of Access & Autism informed.

**Candidate Identification**

Invigilators will complete identification checks during the exam using photos provided by the Exams Officer.

**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 that they provide candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the Head of Exams*.*

**Access arrangements**

* The Director of Access and Autism 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 Director of Access and Autism in consultation with the Head of Exams, if necessary.
* Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of the Director of Access and Autism and Examinations Officer.
* Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Director of Access and Autism.
* Rooming for access arrangement candidates will be arranged by the Director of Access and Autism in conjunction with Examinations Officer.
* Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Director of Access and Autism and Examinations Officer.

**Contingency Planning**

* Contingency planning for exams administration is the responsibility of the Head of Examinations.
* Contingency plans are available via email and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.
* In the event of a fire alarm during an external exam the exam will continue until a member of SLT confirms candidates should be evacuated; this clarification will be given within 45 seconds of the bell being heard, beyond this time evacuation is automatic and immediate.

**Candidates**

* The Examinations Officer will provide written information to candidates in advance of each exam series.
* Formal briefing session for candidates may be given by the Head of Exams.
* 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 exam rooms 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 all electronic communication or storage devices with text or digital facilities. **Any precluded items must not be taken into an exam room.**
* 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 Head of Examinations.
* Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
* The Examination Officer is responsible for handling late or absent candidates on exam day

**Private Candidates**

Managing private candidates is the responsibility of the Examinations Officer.

**Internal Assessment & Appeals**

It is the duty of Director of Faculty/Head of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officer will not assist by keeping a record of each dispatch, including the recipient details and the date and time sent. This role will be undertaken by the departmental faculty assistant who will keep 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 Director of Faculty/Head of Department. The Examinations 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.

**Results**

Candidates will receive individual result slips on ‘results day’ in person at Hall Mead School or by post to their home address - candidates to provide self-addressed envelope. Results 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 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 Head of Centre.

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

**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 centre, department or candidate dependant on who requests them.
* All decisions on whether to make an application for an EAR will be made by Director of Faculty/Head of Department. In certain special circumstances it may be requested by the Head of Centre or their nominated person responsible.
* If a candidates’ 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 Examinations Officer*,* following the JCQ guidance.

**Access to Scripts (ATS)**

* After the release of results, candidates may ask subject staff to request the return of written exam papers within 14 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.
* Re-marks cannot be applied for once an original script has been returned.
* The cost of ATS will be paid by the centre, department or candidate dependant on who makes the request.
* Processing of requests for ATS will be the responsibility of the Examinations Officer.

**Certificates**

* Candidates will receive their certificates in person at Hall Mead Academy on the Certificate Presentation Evening or at other times during usual school opening times.
* 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 5 years.
* 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.