



# EXAMS – EXAM POLICY

**CRAVEN PUPIL REFERRAL SERVICE**

THE SNAYGILL CENTRE  
Keighley Road, Skipton, North Yorkshire, BD23 2QS

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## **CONTENTS**

Introduction

Exam Responsibilities

Entries, Entry Details and Late Entries

Exam Fees

Disability Discrimination Act

Access Arrangements

Contingency Planning

Managing Invigilators

Malpractice

Exam Days

Candidates

Clash Candidates

Special Consideration

Internal Assessments and Appeals

Results

Certificates

Management Committee Ratification

# Craven Pupil Referral Service Examination Policy

## Introduction

All students of compulsory school age have a right to access Examination Courses or other forms of assessment.

Each student will be assessed on his or her own merits and situation in order to plan which course or courses to follow. Pupil Referral Service staff, however, will endeavour to maximise life chances for each student so that they progress educationally and achieve success.

## EXAM RESPONSIBILITIES

Overall responsibility for the school as an exam centre is the Headteacher

### Exams Officer

- Manages the administration of public and internal exams:
- 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 awarding bodies.
- Oversees the production and distribution to staff, members of the Management Committee 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 coursework is completed on time and in accordance with JCQ guidelines.
- Receives, checks and stores securely all exam papers and completed scripts.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- 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.

### Teachers are responsible for:

- The oversight of all coursework to ensure it meets deadlines dictated by exam boards
- Ensuring that students follow the correct syllabus
- Submission of candidates' names to Exams Officer and Senior Leadership Team
- That coursework is moderated and standardised ready to be sent to external moderator

### The SENCo is responsible for:

- Administering access arrangements and making applications for special consideration using the JCQ publications Access Arrangements, Reasonable Adjustments and Special Consideration 08/09, Access Arrangements Online.
- Identification and testing of candidates, requirements for access arrangements

## ENTRIES, ENTRY DETAILS AND LATE ENTRIES

Candidates are selected for their exam entries by the subject teachers and Senior Leadership Team.

Entry deadlines are circulated to teaching staff via e-mail, staff meeting.

Late entries are authorised by the Headteacher and Senior Leadership Team

If a student is on a school roll it remains the responsibility of the school to make the necessary arrangements for examination entry. Discussions between schools and the PRS will determine entries and under some circumstances students will sit examinations at the PRS

## **EXAM FEES**

Candidates will not be charged for changes of tier or 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, BTEC and Functional Skills entry exam fees are paid by the PRS.

Fee reimbursements may be sought from candidates who fail to sit an exam without medical evidence or evidence of other mitigating circumstances.

## **DISABILITY DISCRIMINATION ACT**

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education. 'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.'

To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Headteacher.

## **ACCESS ARRANGEMENTS**

Pupils with special educational needs will be identified by the completed collaborative referral form and subject teachers will be advised of these candidates and then informed of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo, GP and Educational Psychologist/Specialist Teacher.

Making access arrangements for candidates to take exams is the responsibility of the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Exams Officer and the Headteacher.

## **CONTINGENCY PLANNING**

Contingency planning for exams administration is the responsibility of the Senior Leadership Team. Craven PRS has a separate Examination System Contingency Plan which is available on request

## **MANAGING INVIGILATORS**

All Internal staff are trained to invigilate examinations.

These invigilators will be used for internal exams and external exams.

If external invigilators are required, recruitment of invigilators is the responsibility of the Exams Officer.

Invigilators are timetabled and briefed by the Exams Officer.

## **MALPRACTICE**

If suspected malpractice occurs, the Exams Officer must be informed and they, together with the Headteacher, will be responsible for investigating.

## **EXAM DAYS**

The Exams Officer will organise all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site Management/Exams Officer responsible for the setting up the allocated rooms.

The invigilators will start all exams in accordance with JCQ guidelines.

Subject staff are not allowed to be present in the examination room.

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

**Exam papers must not be read by subject teachers until 24 hours after the end of the exam. Papers will be distributed to teaching staff 24 hours after the examination.** See JCQ ICE Book

## **CANDIDATES**

Craven PRS's 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. Note: for exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

## **CLASH CANDIDATES**

Due to the Craven PRS curriculum offer it is highly unlikely that there would be a need for special arrangements for clash candidates (e.g. supervising escorts, identifying a secure venue or arranging overnight stays), however should it arise the Senior Leadership Team would make all the necessary arrangements.

## **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 candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor. The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **INTERNAL ASSESSMENTS AND APPEALS**

It is the duty of teaching staff to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent. Marks for all internally assessed work are held by the subject teachers.

(N.B. Craven PRS has a separate policy document regarding appeals against internally assessed marks – available on request)

## RESULTS

### RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)

Candidates will receive individual result slips on results days, in person at the centre.

Arrangements for the centre to be open on results days are made by the Senior Leadership Team

The provision of staff on results days is the responsibility of the Headteacher.

### EARS

EARs may be requested by Craven PRS 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 Exams Officer, teaching staff and Headteacher will investigate the feasibility of asking for a re-mark at Craven PRS's expense.

When Craven PRS does not support a candidate's 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 to request the return of papers within three days' scrutiny of the results.

Craven PRS staff may also request scripts for investigation or for teaching purposes. 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 collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

Certificates can be posted to candidates for a fee of £2.50 and will be sent via recorded delivery.

Certificates may be withheld from candidates who owe fees.

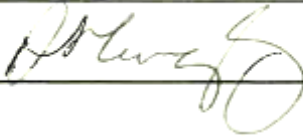
Craven PRS will retain certificates for a year, if after this time certificates have not been collected and all means of contacting candidates have been exhausted, certificates will be securely disposed of in accordance with JCQ guidelines.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Other documents linked to this policy:

- Craven PRS Examination System Contingency Plan
- Craven PRS Internal Assessment and Appeals Policy

## Management Committee

	Print name	Signature	Date
Head Teacher	Andrew Haughey		12/12/22
On behalf of Management Committee	Robert Bellfield		
Draft			
Ratified			

