

# Sheringham Woodfields School



Sheringham Woodfields School  
Holt Road  
Sheringham  
Norfolk  
NR26 8ND

**ANNETTE MACONOCHIE**  
Head Teacher

Telephone: 01263 820 520  
Fax: 01263 820 521

**STEVE THURLOW**  
Chair of Governors

Email: [office@sheringhamwoodfields.norfolk.sch.uk](mailto:office@sheringhamwoodfields.norfolk.sch.uk)  
Website: [www.sheringhamwoodfields.norfolk.sch.uk](http://www.sheringhamwoodfields.norfolk.sch.uk)

Registered Charity: Friends of Sheringham Woodfields School - 1127142

## EXAMS POLICY

Approved by SMT: 12 <sup>th</sup> September 2022	Approved by Staff: 22 <sup>nd</sup> September 2022	Approved by Governors:
Next Review date: Autumn 2025	Person(s) responsible for review: Exams Officer / Head Teacher	

### Contents

- The exam policy
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Disability Discrimination Act
- Estimated grades
- Managing invigilators
- Candidates
- Internal assessments and appeals
- Results
- Certificates

### Appendix 1 - Exam Contingency Plan

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

# The exam policy

## 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 every two years.

The exam policy will be reviewed by the Senior leadership team and Exams officer.

## Exam responsibilities

Having overall responsibility for the school as an exam centre, the head of centre:

- 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.
- Follows all JCQ exam regulations.

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 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.
- provides and confirms detailed data on estimated entries.
- receives, checks and stores securely all exam papers and completed scripts.

- administers access arrangements and makes applications for special consideration using the JCQ publications 'A Guide to the special consideration process'.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 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 post results service requests.
- Reports all suspicious or actual incidents of malpractice in accordance with the JCQ "Suspected malpractice in examinations and assessments" handbook.

KS4/5 class leads are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to exams officer.
- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.
- Be familiar with JCQ instructions for conducting controlled assessments.

Lead invigilator/invigilators are responsible for:

- Making necessary announcements at the beginning and end of exams.
- Supervision of candidates in the exam room.
- Being familiar with JCQ invigilation instructions for the current year.
- Displaying all JCQ notices/warning to candidates.
- Collection of exam papers and other material from the exams safe before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams safe.

Candidates are responsible for:

- Confirmation and signing of entries.

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Parents are responsible for:

- Checking with their child to see that the correct exam entries are made and signing the confirmation slip.
- Ensure their child attends the exams as detailed.

# Qualifications

## Qualifications offered

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

The qualifications offered **Entry level certificates**.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the class leads and head of centre.

## **Exam series and timetables**

### **Exam seasons**

All exams are timetabled as and when appropriate.

The nature of our school enables us to be flexible to match exams timetables with pupils needs and exam board requirements.

The class leads decide which exam series are used in the centre.

On-demand assessments can be scheduled in agreement with the exams officer.

### **Timetable**

Once confirmed, the exams officer will circulate the exam timetable for Internal exams and External exams.

## **Entries, entry details and late entries**

### **Entries, entry details and late entries**

Candidates are selected for their exam entries by their class leads.

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

Entry deadlines are circulated by the Exams Officer.

Late entries are authorised by the Exams officer and head of centre

Re-sit decisions will be made in consultation with class leads, the Exams officer and head of centre.

## **Exam fees**

### **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.

All exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.



# **Disability Discrimination Act**

## **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.

The centre will meet the disability provisions under the DDA and Equality Act 2010, by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the SENCO and Exams officer.

## **Access arrangements**

The class leads will inform the exams officer of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam.

A candidate's access arrangements requirement can be determined by a range of professionals including class teacher, SENCO, Doctor and Educational psychologist or 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 Exams officer.

Rooming for access arrangement candidates will be arranged by the class teacher with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the exams officer.

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the exams officer/head of centre. Contingency plans are available via email, noticeboard in staff room, briefing meetings, internal post and AOB system.

## **Private candidates**

Managing private candidates is the responsibility of the Exams officer.

## **Estimated grades**

### **Estimated grades**

The Class lead is responsible for submitting estimated grades to the exams officer when requested by the exams officer.

# Managing invigilators

## Managing invigilators

Support staff, Governors and the Exams Officer are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams.

When necessary external invigilators will be used and will receive full training from the Exams Officer.

## Malpractice

Malpractice means any act, default or practice which is a breach of regulations or which;

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of the qualification or the validity of a result or certificate.
- Damages the authority, reputation or credibility of any awarding body or centre, any officer, employee or agent of any awarding body or centre.
- A failure by a centre to investigate allegations of suspected malpractice in accordance with the requirements of the JCQ.
- The JCQ malpractice document will be adhered to:

<https://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2017-18>

The Exams officer is responsible for investigating suspected malpractice.

## Exam days

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

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Class leads may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

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

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 exams officer at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

# **Candidates**

## **Candidates**

The JCQs published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. Candidates will watch the JCQ video guidance for students as part of their preparation for exams.

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 senior invigilator.

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.

Candidates may leave the room for a genuine purpose requiring an immediate return, in which case a member of the exam staff must accompany them at all times.

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

## **Clash candidates**

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## **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**

### **Internal assessment replaces the largely discontinued term coursework**

It is the duty of class leads 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 with support from the office staff.

Marks for all internally assessed work and estimated grades are provided to the exams office by the class leads.

### **Appeals against internal assessments**

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

### **Centre arrangements for internal assessments**

We will hold a moderation training or update annually **or as required to support specific programmes or following a moderation report** to ensure that all internal assessors are aware of the methods used in school and to familiar themselves with the moderation checklists. They will know the evidence required and the standards expected.

The Exams Officer will review a sample of internal assessments annually and in the first instance will examine any appeals.

The exams officer will refer to senior moderation staff in the event of an appeal.

## **Results**

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

Candidates will receive results slips on results days or by telephone.

For some exams candidates will have access to results online.

The Business Manager will be responsible for accessing and distributing results.

## **Enquires about Results**

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

If a result is queried, the exams officer, classlead and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre 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.

## **Access to Scripts**

After the release of results, candidates may ask class leads 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. 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

Certificates are Presented in person, Posted (recorded delivery) or Collected and signed for.

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

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

Head of centre

Exams officer

Date

.....

.....

.....

# Appendix 1

## Exam Contingency Plan

Purpose of the plan

Causes of potential disruption to the exam process

1. Exam officer extended absence at key points in the exam process
2. SENCo extended absence at key points in the exam cycle
3. Teaching staff extended absence at key points in the exam cycle
4. Invigilators - lack of appropriately trained invigilators or invigilator absence
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice
6. Failure of IT systems
7. Centre unable to open as normal during the exams period
8. Candidates unable to take examinations because of a crisis - centre remains open
9. Disruption to the transportation of completed examination scripts
10. Assessment evidence is not available to be marked
11. Centre unable to distribute results as normal

## **Purpose of the plan**

This plan lists potential risks and issues that could cause disruption to the management and administration of the exam process at Sheringham Woodfields School.

These actions/procedures are to be followed in case of disruption in order to reduce or eliminate the impact these disruptions have on our exam process.

This plan is based on information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

## **Causes of potential disruption to the exam process**

### **1. Exam officer extended absence at key points in the exam process**

Currently all exams and controlled assessments undertaken at Sheringham Woodfields are completed at times convenient to the school and when pupils are ready to take these exams/assessments. Therefore we have flexibility to delay or alter proposed dates as necessary.

For entries and other administration related to exams throughout the year; the Head Teacher or designated member of staff will fulfill this task with the guidance of the relevant awarding body.

### **2. SENCo extended absence at key points in the exam cycle**

None of our pupils require special access requirements and therefore absence of the SENCO will not affect examinations.

If pupils require access arrangements in the future the pupil's EHCPs is normally sufficient evidence to entitlement and will not need support from the SENCO.

### **3. Teaching staff extended absence at key points in the exam cycle**

There are sufficient other staff in school including teachers and HLTAs who have the knowledge and skills to continue with any arrangements in the absence of a teacher.

### **4. Invigilators - lack of appropriately trained invigilators or invigilator absence**

The school uses its own staff for invigilation when necessary; because of the small number of pupils this is only one or two invigilators and therefore is not a foreseeable risk.

### **5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

Pupil numbers for exams and controlled assessments are low (less than 5) and therefore given the flexibility of rooms across the school site this is not a foreseeable risk.

### **6. Failure of ICT systems**

The school attempts to minimise any ICT disruption through the ongoing support of our ICT technician and through robust design and maintenance. In the event of an issue this would be dealt with by the ICT technician. Where such failure impacted on scheduled exams or assessments, steps would be taken to resolve the problem as quickly as possible. It is recommended that the exams officer liaises with the ICT technician before any online assessments to ensure school systems are compatible.

### **7. School unable to open as normal during the exams period**

In the event of the school not being able to open as normal, appropriate communication with the relevant Awarding Bodies would be undertaken by the Exams Officer or Head Teacher and alternative options would be explored such as moving exams to an external location (such as local schools, etc. and appropriate

transport arrangements would be made). All arrangements would be agreed with the Awarding Body before being put in place. In such instances, details would be communicated to pupils and their parents/carers via phone, email and text facilities. Staff involved in exams (including invigilators) would be contacted by email, telephone and text.

#### **8. Candidates unable to take examinations because of a crisis – School remains open**

As our pupils do not take scheduled examinations we have the flexibility to amend dates of assessments to meet the needs of the pupils.

#### **9. Disruption to the transportation of completed examination scripts**

All scripts are returned using the designated dispatch methods prescribed by the Awarding Body concerned. Where this becomes unavailable or inappropriate, the Awarding Body will be contacted to discuss suitable alternatives.

#### **10. Assessment evidence is not available to be marked**

In the event of large scale damage or destruction of completed examination scripts/assessment evidence before it can be marked, the Exam Officer would notify the Awarding Body immediately for advice and further instructions. Pupils marks would be submitted based on appropriate evidence and candidates would be given the opportunity to retake if possible.

#### **11. School unable to distribute results as normal**

The school distributes in a range of ways depending on if a pupil remains on roll. Candidates and their families will be informed by phone, post, telephone or in person.

#### **Further guidance to inform and implement contingency planning**

##### **Ofqual**

*Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland* <http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf>

##### **GOV.UK**

*Emergencies and severe weather: schools and early years settings* <https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Dispatch of exam scripts guide - Contingency planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

##### **JCQ**

*Guidance on alternative site arrangements* <http://www.jcq.org.uk/exams-office/forms>

*Instructions for conducting examinations* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

*Guidance on access arrangements and special consideration* <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>