





Centre Academy London Examination Policy Centre Number: 11025 Centre Academy London

Implementation date: November 2018
Reviewed: December 2019
Next Review date: June 2024
Reviewed: June 2023

Signed: 
Mrs Kas Lee-Douglas
Head of School

Signed: 
Mrs Leonie Fisher
Exams Officer

Signed: 
Ms Halima Shaker
New Exams Officer

Date: 12/06 2023

1. Introduction

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 by the SENCo, Head of School, and Exams Officer.

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2. Exam responsibilities

2.1 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, 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 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 Access arrangements, reasonable adjustments and special consideration protocol.
- identifies and manages exam timetable clashes
- liaises with the Head of School and the school secretary in organising the recruitment, and monitoring of a team of external 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 any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.



2.2 Subject Teachers

Subject teachers are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- 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.

2.3 SENCo/SpLT

The SENCo is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Access Arrangements
- Provision of additional support (for example with reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment) to help candidates achieve their course aims.

2.4 Head of ICT

The Head of ICT is responsible for:

- Setting up and administering on demand online tests.
- Setting up the laptops to be used for examinations in accordance with the appropriate JCQ regulations.

2.5 Lead invigilator/invigilators

Lead invigilator(s) are responsible for:

- Collection of exam papers and other material from the Exams Officer 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 Officer.
- Since the May/June 2022 Examination Series, GCSE teachers including the Examinations Officer, invigilate GCSE and AS/A-Level examinations. Subject teachers are not permitted to invigilate their own subject in accordance with JCQ Regulations.

2.6 Candidates

The candidates are responsible for:

- Abiding by the regulations for coursework and signing a declaration that authenticates the coursework as their own.
- Reading and acknowledging receipt of the JCQ Information to Candidates.



3. Qualifications offered

The qualifications offered at this centre are decided by the Proprietor, Head of School and GCSE and AS/A-Level subject teachers.

The qualifications currently offered are Functional Skills, GCSE, Entry Level and Level 1&2 Foundation and Vocational Courses and, in some instances, AS/A2.

The subjects offered for these qualifications in any academic year will be cohort and resource-specific. If there has been a change of specification from the previous year, the Exams Office must be informed by the start of each school year.

Informing the Exams Officer of changes to a specification is the responsibility of the Heads of subject.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, Subject teachers and Mentor.

4. Exam series and timetables

4.1 Exam seasons

Internal mock examinations take place in December for two-year GCSEs and in March for those undertaken in one year.

Where this does not conflict with other school priorities, internal exams are held under external exam conditions.

The Heads of subject and Exams Officer decide which exam series are used in the Centre.

On-demand assessments are to be scheduled in agreement with the Exams Officer, with a minimum of three weeks' notice.

4.2 Timetable

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

4.3 Entries, entry details and late entries

Candidates are selected for their exam entries by the Subject teachers and Mentors. Candidates or parents/carers can request a subject entry, change of level or withdrawal.



The Centre does not accept entries from external candidates.

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

Entry deadlines are circulated to subject teachers via email.

Late entries are authorised by Exams Officer.

GCSE unit retakes are allowed.

Re-sit decisions will be made in consultation with Candidates, Subject Teachers and the Exams Officer.

5. Exam fees

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 if the decision to re-sit is supported by the Centre.

6. 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 (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and by improving candidate experience. This is the responsibility of the Head of School.

6.1 Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff 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. Making access arrangements for candidates to take exams is the responsibility of both the SENCo and 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 SENCo with the Exams Officer.

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

6.2 Data Protection – Access arrangements

'The candidate's consent must be obtained **before** an application is processed online.'

'A signed Data Consent form is required for each candidate. The Data Consent form can be downloaded from the JCQ website.'

'The Data Consent form must be kept on file for inspection and presented to the JCQ Centre Inspector by the SENCo.'

7. Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer. See Centre Academy Contingency policy.

8. Private candidates

N/A however, if the Centre decides to accept Private candidates, managing private candidates will be the responsibility of the Exams Officer.

9. Estimated grades

Subject Teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.



10. Managing invigilators

Since the May/June 2022 GCSE, AS/A-Level Examination Series, the school has used GCSE subject teachers as invigilators. Subject teachers do not invigilate their own subject. Agency or casually contracted employees may be used to invigilate future examinations.

These invigilators will be used for External exams.

Recruitment of invigilators is the responsibility of the Centre administration.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration.

DBS fees for securing such clearance are paid by the agency in the case of agency workers and by the Centre for those who are casually contracted.

Invigilators are timetabled and briefed by the Exams Officer.

Should the school use external invigilators, the Invigilators rates of pay are set by the Senior leadership team.

11. Malpractice

The Exams Officer is responsible for investigating suspected malpractice. If the Exams Officer is the subject teacher for the exam in question, the Head of School is responsible for the investigation.

12. 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.

The Exams Officer is responsible for setting up the allocated rooms, except in those instances where the Exams Officer is the subject teacher, in which case the Head of School or person designated by them will assume this responsibility.

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

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 heads of department at the end of the exam session.



13. 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.

In light of the nature of our students and their special educational needs and disabilities, the Centre does not host private candidates to take examinations at our premises.

Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or senior invigilator.

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

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

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.

14. Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

It is the subject teacher's duty 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.

14.1 Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Subject teachers.

Appeals deadlines can be obtained from the Exam Officer.

14.2 Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in Appendix 1.

15. Results

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

Candidates may receive individual result slips on results days, either by email, in person at the Centre or by post to their home addresses, candidates to provide self addressed envelope. It is anticipated that results will primarily be distributed to candidates by email on school headed paper.

Arrangements for the Centre to be open on results days are made by the Head of centre.

The provision of staff on results days is the responsibility of the Head of School.

15.2 EARs

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, teaching staff 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.

15.3 ATS

After the release of results, candidates may ask subject staff 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.

16. Certificates

Certificates will be posted (recorded delivery) or collected and signed for once they are received by the school (usually 1-2 months following issuing of results).

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

The Centre will make copies of all certificates and retain these on the student's personal file for one academic year only. This is in line with JCQ regulations.

Appendix 1: Appeals against Internal Assessments of Work

Appendix 1.1 Enquires about Examination Results

Enquiries about results may be requested by teaching staff or candidates if there are reasonable grounds for believing there may have been an error in marking.

If this is requested, The Examination Officer may agree that an appeal can be made at the Centre's expense.

If the Examinations Officer does not agree to an appeal, the candidate may decide to proceed but, in this case, they will be charged for the cost of the appeal.

Centre Academy is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to their work, they may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

This procedure is available from the Exams Officer.

Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series).

Appeals should be made in writing by the candidate's parent/carer to the Examinations Officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the Head teacher will appoint another member of staff of similar or greater seniority to conduct the investigation.

The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.



The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.

The outcome of the appeal will be made known to the Head teacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Centre Academy and is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.

Appendix 1.2 Appeals against External Assessment Marks

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, controlled assessment, practical assessment, etc), a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request. The decision as to whether to support such an enquiry will be made by the Head Teacher on the basis of several factors, including knowledge of the exam system and professional judgement. If the request is supported, The Examination Officer may agree that an appeal can be made at the Centre's expense.