



Exams

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1. Introduction and Aims

- 1.1. The Warwickshire Academy is committed to ensuring exams are managed and administered effectively.
- 1.2. The aim of this policy is to ensure:
 - The planning and management of exams is conducted in the best interest of candidates.
 - Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them.
 - We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies.

2. Roles and Responsibilities

Everyone

- 2.1. Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

Headteacher

- 2.2. The Headteacher:
 - Has overall responsibility for The Warwickshire Academy as an exam's academy.
 - Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our Headteacher is Paul Hostead.

3. Exams Officer

- 3.1. The Exams Officer is responsible for the administration of exams. They:
 - Manage the administration of all internal and/or external exams.
 - Advise the Senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies.

- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates.
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them.
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Maintain systems and processes to support the timely entry of candidates for their exams.
- Receive, check, and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines.
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#).
- Identify and manage exam timetable clashes.
- Account for income and expenditures relating to all exam costs/charges.
- Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies.
- Track, dispatch, and store returned coursework/controlled assessments.
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests.
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments.
- Advise on appeals and re-marks.

Our Exams Officer is (Paul Hostead or Katrina Jones)

4. Heads of Curriculum/Subject Areas

Are responsible for:

- Advising the Exams Officer of any changes to syllabus or assessment details for their subjects.
- Advising the exams officer of entries for their subjects.
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries.
- Accurately completing entry and mark sheets and adhering to deadlines as set by the exams officer.
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.

5. Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the Head of curriculum/subject and/or the Exams Officer.

6. Special Educational Needs Co-Ordinator (SENCO)

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place.
- Processing any necessary applications in order to gain approval (if required)
- Working with the Exams Officer to provide the access arrangements required by candidates in exam rooms.

7. Lead Invigilator(s)

The invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations.
- Collecting exam papers and other material from the exam's office before the start of the exam.
- Collecting all exam papers in the correct order at the end of the exam and ensuring they are returned to the exam's office.

We will appoint independent invigilators on a need's basis.

8. Candidates

Candidates are responsible for:

- Confirming and signing entries.
- Understanding coursework/controlled assessment regulations and signing a declaration that confirms the coursework to be their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

9. Qualifications Offered

- 9.1. SLT – Paul Hostead, Headteacher and Stef Jones Deputy Headteacher decide the qualifications TWA offer.

We offer the following types of qualifications:

- GCSE's
- BTEC
- Functional skills Qualifications

- 9.2. The subjects offered for these qualifications in any school year may be found in our school curriculum statement.

- 9.3. If there will be a change to a specification for the next year, the exams office must be informed by no less than one full term before the change is due to take effect.

- 9.4. Informing the exams office of changes to a specification is the responsibility of the teacher allocated as lead for the curriculum area.

9.5. Decisions on whether a candidate should be entered for a particular subject will be taken by the teacher with area curriculum responsibility in consultation with SLT, SENCO and the Exams Officer.

10. Exam Series

10.1. Internal exams (mock or trial exams) and assessments will be scheduled in the below exam series.

10.2. External exams and assessments are scheduled in the below exam series.

10.3. The schedule for these exams will be further considered and confirmed within a reasonable timescale of the Warwickshire Academy accommodating exam age pupils.

Subject Area	Exam Board and Qualification
English	AQA Functional Skills English Level 1, Entry Level 1-3 AQA – GCSE English Language 9-1
Maths	AQA- Functional Skills Mathematics Level 1, AQA – GCSE Mathematics 9-1
Science	AQA – G.C.S.E Combined Science (Synergy) 9-1
Humanities	AQA - GCSE Geography 9-1 AQA - GCSE History 9-1
Art	AQA GCSE Art and Design BTEC - Level 1 First Award in Art and Design (Ed excel)
Food Technology	AQA GCSE Food and Nutrition
Physical Education	AQA GSCE PE
Vocational	Pearson - BTEC Vocational Studies (All Levels) Pearson BTEC Nationals in Vocational Areas
Life skills	ASDAN - Key Steps ASDAN – Life Skills Challenge AQA – Preparation for Working Life Level 1 and Level 2 Certificate BTEC Animal Care – BTEC First Award

- 10.4. Professional judgement will be used to determine whether specific Internal exams are to be held under external exam conditions.
- 10.5. The SLT will decide which exam series are used in the academy.
- 10.6. The academy does not offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Exams Officer and the SLT.

11. Exam timetables

- 11.1. Once confirmed, the Exams Officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

12. Entries (including entry details and late entries)

- Candidates or parents/carers cannot request subject entry, change of level or withdrawal. The academy will assess any exceptions arising on a case-by-case basis.
- We do not accept entries from private candidates.
- We do not act as an exam's academy for other organisations.
- Entry deadlines are circulated to heads of curriculum/ subject areas via the school email system.
- Heads of curriculum/ subject areas will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.
- Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the Exams Officer.

13. Re-sits

- 13.1. We allow re-sits for the following types of qualifications:
 - GCSEs
 - BTECs
 - Functional skills

- 13.2. Re-sit decisions will be made by heads of curriculum/ subject areas in consultation with SLT and the Exams Officer

14. Exam Fees

- 14.1. 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.
- 14.2. The Exams Officer will publish the deadline for actions well in advance of each exam's series.
- 14.3. The Warwickshire Academy will not charge pupils to enter "prescribed public examinations" prepared for in school, or for re-sits of these exams if we as an academy have prepared them for the re-sit.

We **may** charge for:

- Exams or re-sits the pupil has not been prepared for at the academy, even if they are on the list of prescribed public examinations.
 - Exams not on the set list of prescribed public examinations
 - A pupil, if they fail, without good reason, to complete the requirements of a public exam where the academy originally paid the entry fee.
 - Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal
- 14.4. We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the academy Exams Officer.

15. Equalities

- 15.1. All our staff must ensure that they meet the requirements of any equality legislation.
- 15.2. We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Headteacher and the Exams Officer.

16. Access Arrangements

- 16.1. The SENCO 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.
- 16.2. A candidate's access arrangements requirement is determined by the SENCO.
- 16.3. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO and class teachers.
- 16.4. Room arrangements for candidates using access arrangements will be organised by the Exams Officer.
- 16.5. Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Exams Officer and Lead Invigilator.

17. Contingency Planning

- 17.1. Contingency planning for exams administration is the responsibility of the Headteacher and Exams Officer.
- 17.2. Contingency plans are available via school email and are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

18. Estimated Grades

- 18.1. Curriculum/subject leads and class teachers are responsible for submitting estimated grades to the Exams Officer when requested.

19. Managing invigilators

- 19.1. External staff may be used to invigilate examinations.
- 19.2. If we use external staff to invigilate exams these invigilators will be used for internal exams and external exams.
- 19.3. Recruitment of invigilators is the responsibility of the Exams Officer.
- 19.4. If invigilators require Disclosure and Barring Service (DBS) checks, the Exams Officer is responsible for obtaining these.
- 19.5. DBS fees are paid by the academy for direct employees only.

- 19.6. Invigilators rates of pay are set by the Headteacher.
- 19.7. Invigilators are recruited, timetabled, trained and briefed by the Headteacher and supported by the Lead Invigilator.

20. Malpractice

- 20.1. The Headteacher of the academy, in consultation with the Exams Officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

21. Exam days

The Exams Officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationery and materials available for the invigilator.
- Site management staff are responsible for setting up the allocated rooms and will be advised of requirements a reasonable number of days in advance.
- The invigilators and the Exams Officer will start and finish all exams in accordance with [JCQ guidelines](#).
- Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.
- In practical exams, subject teachers' availability 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 curriculum/subject lead teachers in accordance with JCQ's recommendations and no later than 2 hours after candidates have completed them.
- After an exam, the Exams Officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators and school support staff.

22. Candidates

- 22.1. The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the invigilator or school teaching staff.
- 22.2. Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.
- 22.3. In an exam room, 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.
- 22.4. This is particularly true of mobile phones and other electronic devices with text or digital facilities.
- 22.5. Any precluded items must not be taken into the exam room.
- 22.6. 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.
- 22.7. Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- 22.8. The Exams Officer is responsible for handling late or absent candidates on exam day.

23. Clash Candidates

The Exams Officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts.
- Identifying a secure venue
- Arranging overnight stays where necessary

24. Special Consideration

- 24.1. If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the invigilators, the Exams Officer or the Headteacher to that effect.

- 24.2. The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.
- 24.3. The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

25. Internal Assessment

- 25.1. It is the duty of curriculum/subject lead teachers to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- 25.2. Marks for internally assessed work are provided to the exam's office by the curriculum/subject lead teachers. The Exams Officer will inform staff of the deadline date for appeals against internal assessments.
- 25.3. Any appeals will be dealt with in accordance with our internal appeals procedure document.

26. Results and Certificates

- 26.1. Candidates will receive individual results slips on results days in person or via recorded delivery if they are unable to attend site.
- 26.2. Arrangements for the academy to be open on results days are made by the Exams Officer in coordination with the Site Manager.
- 26.3. The provision of the necessary staff on results days is the responsibility of the Exams Officer and the Headteacher.
- 26.4. Dates of results days each year will be publicised for all candidates through the school website and other methods of home/school communication such as use of planners/letters and texts to parents/carers.

27. Enquiries About Results (EARs)

- 27.1. EARs may be requested by academy staff or the candidate following the release of results.
- 27.2. 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 a group of candidates.

- 27.3. The cost of EARs will be paid by the academy, unless there is a specific reason as to why the candidate should justifiably bear this cost.
- 27.4. All decisions about whether to make an application for an EAR will be made by the curriculum/subject lead teacher.
- 27.5. If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.
- 27.6. All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

28. Access To Scripts (ATS)

- 28.1. After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 days of the receipt of results.
- 28.2. Academy staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- 28.3. Applications for EARs cannot be submitted once an original script has been returned.
- 28.4. The Exams Officer is responsible for processing requests for ATS.
- 28.5. The cost of ATS will be paid by the academy or candidate on reflection of individual circumstances as reviewed by the Exams Officer.

29. Monitoring and Review

- 29.1. The headteacher of academy is responsible for ensuring that this policy is reviewed every 3 years or at times when there a substantial change to;
- The exams system
 - JCQ guidance
 - Our curriculum offer

30. Changes

Description	Date	Page	Section
no changes part of review cycle	n/a	n/a	n/a

