

Conduct and Administration of Examinations Policy

Policy Code:	TL9
Policy Start Date:	September 2022
Policy Review Date:	September 2025

Please read this policy in conjunction with the policies listed below:

- TL2 Appeals Policy (Examination and Qualification Grades)
- VO2 BTEC Procedures Policy

Policy Document

Policy for the Conduct and
Administration of
Examinations

Ref: TL9

Page 1 of 9

1 Policy Statement

- 1.1 The policy covers how the Trust conducts and administers examinations in line with the JQC regulations and guidance.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

- 2.1 The Education & Standards Committee, has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Federation Examinations Manager.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employee are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure the examination process is consistently delivered across the Trust, and is compliant with JCQ regulations.

4 Introduction to Public Examinations

- 4.1 Each academy within The Priory Federation of Academies Trust operates as a separate centre for examinations purposes and administration.
- 4.2 There is an expectation that all students who have completed a course in any Ofqual-approved qualification will be entered for the external examination, including coursework, internal assessment or controlled assessment requirements.

Policy Document

Policy for the Conduct and
Administration of
Examinations

Ref: TL9

Page 2 of 9

-
- 4.3 Where teachers have expressed serious concerns about a student's suitability and ability in a subject and examination, they must raise them in good time with the Head of Year/Year Director as appropriate and the Subject Leader. *Any concerns must have been shared with parents/carers in good time. This is the responsibility of the Subject Leader.* If not resolved by this team and agreed with the parent and student, the issue should be referred to the academy Headteacher for resolution.
- 4.4 The Chief Executive will make the final decision on individual entries only where a concern has been raised with the Headteacher in the relevant academy and not resolved in the academy.
- 4.5 If students are withdrawn from examinations after entry deadlines and costs are incurred, these costs may be passed on to the department or to the student (e.g. if a student fails to complete coursework despite repeated help from the relevant department). Any students entered early for an examination will be as fully prepared for the examination as other students taking the examination at the usual time, so there may also be a charge for late withdrawals.
- 4.6 *The academy/departments concerned must have provided sufficient advice and opportunity for a student in difficulties to make up any lost ground. Clear deadlines and targets must have been set.*
- 4.7 Where a student is entered for an examination, but subsequently leaves the academy, or is withdrawn after discussion with the subject teacher/subject leader and the Head of Year/Year Director, it is the responsibility of the subject leader to inform the Examinations Officer of the withdrawal. Failure to do this may incur the cost of the entry fee, to be charged to the departmental budget.
- 4.8 Each academy should publish a calendar of assessment for internal and external assessments.
- 5 GCSE & GCE**
- 5.1 Late fees are payable if the examination board's deadlines are not met. These may be charged to the relevant departments. Information regarding individual students (syllabus code, option code, tier level etc.) must be made available to the Examinations Officer using the correct pro-forma at least two weeks before the examination boards' deadlines for the relevant examination season, as

Policy Document

Policy for the Conduct and
Administration of
Examinations

Ref: TL9

Page 3 of 9

notified by the Examinations Officer in the schedule of key dates published in September.

- 5.2 The printout of entries must be signed as correct and returned to the Examinations Officer, a copy being kept for departmental records.
- 5.3 Medium level assessments will be supported by the Examinations Office and suitable supervision arrangements made if requested by Heads of Subject.
- 5.4 High level controlled assessments for GCSE will be conducted by the Examinations Office in appropriately supervised conditions. Heads of Subject should inform the Examinations Office before the end of September of the likely requirements for the full academic year ahead. The Deputy Head (Curriculum) will publish a whole-year plan for every department's controlled assessment programme, as required by the Joint Council for Qualifications (JCQ) Regulations and Ofqual. This is subject to unannounced inspection by JCQ.

6 BTEC and OCR National Diploma Registration

- 6.1 BTEC registration is normally completed via Electronic Data Interchange (EDI) by the Examinations Office before the end of October for the summer in the next academic year (due to BTEC qualifications running for two years). Data is supplied by the responsible Head of Subject and printouts are checked and signed as for GCSE/GCE above. Late fees may be payable if the examination boards' deadlines are not met. These may be charged to the relevant department.
- 6.2 OCR National Diploma registrations can be completed via EDI at any time, but for purposes of clarity, the Examinations Office should be informed of these by the end of November.
- 6.3 All registrations are entered by the Examinations Office.

7 External Candidates

- 7.1 The Academies accept entries from external candidates at the discretion of the Examinations Officer. Applicants are charged an administration fee and must supply personal details for our records and pay all the relevant Exam Board charges. The Examinations Officer may decline to accept external entries where these necessitate an unreasonable workload for the Examinations Office

Policy Document

Policy for the Conduct and
Administration of
Examinations

Ref: TL9

Page 4 of 9

or for teachers or for any reason which might in any way compromise the Trust's policies relating to appearance or other matters.

8 Estimated Grade Sheets and Examination papers

- 8.1 For those subjects with NEA (Non Examined Assessment) units, subject leaders are responsible for inputting marks onto exam board websites and ensuring sample work is dispatched within the exam board deadline.

9 Examinations Information

- 9.1 Students will be informed of their examination entries by a printout of their personal subject entry list and copies of their personal timetables, which will be circulated as soon as available, but not less than two weeks before the date of the examination.
- 9.2 Seating plans will be published on Sharepoint at least two weeks before the examination, and copies displayed in the various display sites around the academies the day before the examination. The relevant Head of Year/Year Director and form tutors will receive all this information for form tutors to discuss with students, usually a week before the date of the examination.
- 9.3 At the beginning of every examination, the subject leader (or representative) and/or a member of the pastoral team should be present to check attendance with an up-to-date list of entries, and to carry out any administrative checks regarding the paper requested by the Examinations Officer.
- 9.4 Except for the administrative checks required above, no teacher is admitted to any Examinations Hall or room. No teacher may have access to the paper until the day after the examination. Any teacher arriving unannounced in the Examinations Hall without authority to carry out the administrative checks may be required to stay until the end of the examination.
- 9.5 All invigilation is carried out by appointed invigilators under the direction of the Examinations Officer.

Policy Document

Policy for the Conduct and
Administration of
Examinations

Ref: TL9

Page 5 of 9

10 Invigilators

- 10.1 Invigilators are expected to arrive one hour before the starting time for the examination session and carry out any duties directed by the Examinations Officer. They will receive a detailed briefing before every exam session.
- 10.2 Invigilators have all the powers of the Exams Officer, including necessary supervision and direction of students in and around the examination halls and rooms, under the responsibilities delegated to them.
- 10.3 Invigilators must keep records of all matters relating to the administration and conduct of the examinations. Any of these records may be inspected by JCQ Examinations Inspectors.
- 10.4 Invigilators receive annual training updates of JCQ and Exam Board requirements and instruction in the standards required by the Trust. It is a condition of employment that all attend at least one training session a year.

11 Inspection of Arrangements

- 11.1 JCQ Inspectors may arrive without notice to inspect and report on all arrangements connected with the administration of examinations, including security and the identities of people authorised to be in the examination room. Their report is passed to all the examination boards and is available for Ofsted.
- 11.2 Facilities for the secure storage of all examination materials and papers in the separate centres will be used; these are in line with the JQC Instructions for Conducting Exams booklet and have been regularly inspected by JCQ and been assessed as Excellent. Teachers may not access these facilities.

12 Publication of Results

- 12.1 Results are available electronically in each academy for the use only of the Senior Leadership teams on the day before publication of results to students. The results will be downloaded by the Examinations Officer through EDI and other methods approved by either JCQ or the nominated awarding body.
- 12.2 Results will be published within each academy according to the plans published by the Examinations Officer in consultation with the SLT in each academy.

Policy Document

Policy for the Conduct and
Administration of
Examinations

Ref: TL9

Page 6 of 9

-
- 12.3 Teachers may not access the results until the morning of the Publication Day.
- 12.4 Students must have no access to results until the official publication time appointed by the examination boards.
- 12.5 Enquiries About Results (EAR) services are available to students and staff immediately on publication of results. Any query or uncertainty about the veracity or reliability of marking should immediately be passed to the Examinations Officer, who will provide any necessary support to resolve the uncertainty and explain any procedures that may need to be followed.
- 12.6 The data in the computer systems of the four academies relating to historical entries and results may be shared with any member of staff having a legitimate interest in the students' results.
- 12.7 Academies are able, by arrangement, to email out results to students in years 11 and 13 who do not live in the UK. This is to assist those Year 13 students who will not be in the country on results day and who need grades for university places; and those Year 11 students who will not be in the country on results day and who may need their GCSE grades for College or further education places. These emails will only go to a school email address and only once correct authorisation has been given by the student concerned.
- 12.8 Under no circumstances will results be given out over the phone, or to anybody other than the student themselves.
- 13 Re-remarks (Service 2 – Individual Script - and Service 3 – Re-Assessment of Coursework) and Paper Returns**
- 13.1 Departments requiring re-remarks or the return of papers must clear this first with the Curriculum SLT member in each academy. Fees for these services are high and may be charged to departmental budgets.
- 13.2 Students or parents who request any of the EAR services must pay for them in advance. Remarking fees are refundable if grades change.
- 13.3 All Service 2 enquiries require students to sign a consent form.
- 13.4 If departments require papers to be returned for the purpose of teaching and learning, they will be charged. If these papers are to be used as teaching

Policy Document

Policy for the Conduct and
Administration of
Examinations

Ref: TL9

Page 7 of 9

examples, written permission must first be obtained from the student whose paper is requested. The Examinations Office has the necessary permission forms. All names should be removed before these materials are used in teaching.

- 13.5 EAR services will be processed in the academies by the Examinations Officer in line with JCQ procedures.

14 Internal Examinations

- 14.1 The Examinations Office is able to run mock GCSE, GCE and other internal examinations, where invigilation and examination conditions are identical to the arrangements for public examinations. The Examinations Officer can offer this service by arrangement with Heads of Department / Subject Leaders. Mock assessments should form part of the curriculum plan for the year.

15 Other External Examinations and Tests

- 15.1 ECDL, University Admissions Tests and other Awarding Bodies or other tests are organised by the Examinations Office. Other external tests may be arranged with support of the Examination Office. The examination / tests will be run according to the regulations set down by the awarding board or Institution.
- 15.2 Where departments are running internal tests, they may arrange support from the Exams Office if available.

16 Appeals About Internal Assessment Decisions

- 16.1 There may be situations where a candidate for an external qualification does not agree with the coursework or internal assessment marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and the candidate concerned, the candidate should be directed to and follow the Appeals Policy TL2, which sets out the procedure to follow.

17 Evacuation Of An Examinations Hall During An Emergency

- 17.1 The Fire and Emergency Evacuation policies in each Academy contain details of particular arrangements for evacuation in case of emergency.

Policy Document

Policy for the Conduct and
Administration of
Examinations

Ref: TL9

Page 8 of 9

-
- 17.2 The security of the examination and the maintenance of JCQ regulations relating to the examination are paramount considerations, after the physical safety of students and staff.
- 17.3 Evacuation will be to a separate designated area close to the Examinations Hall.
- 17.4 Examination room regulations apply throughout any evacuation and teachers and other staff must not speak to candidates except about matters of health and safety.
- 17.5 Candidates will return to the Examinations Hall after the evacuation, when given permission by the appropriate emergency authorities and proceed to complete their examination.
- 17.6 All the circumstances of the evacuation will be reported to the relevant Awarding Bodies.
- 17.7 Special Consideration in line with the JQC Instructions for Conducting Exams will be applied for all candidates involved in any evacuation.

18 Policy amendment

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



The Priory Federation of Academies Trust

Policy Status: Approved

Policy Document

Policy for the Conduct and Administration of Examinations

Ref: TL9

Page 9 of 9

The Priory Federation of Academies Trust Conduct and Administration of Examinations Policy

This Policy has been approved by the Priory Federation of Academies Trust's Education and Standards Committee:

Signed: Name: Date:

Vice Chair of the Committee

Signed: Name: Date:

Chief Executive Officer

Signed: Name: Date:

Federation Services Manager

Please note that a signed copy of this agreement is available via Human Resources.