



Exams Policy

Date of original policy	No date
Date of review	September 2019
Date approved by Executive Headteacher	September 2020
Date Approved by Management Committee	
Signature of Chair of Management Committee	
Date of next review	September 2020

Note: the PRU operates with a Management Committee as its governing body. For all references to Governing Body and Governors in this document the duties and responsibilities will be carried out by the PRU Management Committee and its members.

Purpose

The purpose of this exams policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- To ensure the operation of an efficient exams 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 exams policy will be reviewed every year.

The exams policy will be reviewed by the Head Teacher and Examinations Officer. Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam Responsibilities

The Executive Headteacher:

- Has overall responsibility for the school/PRU exam centres and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document suspected malpractice in examinations and assessments.

Exams Officer:

This is the individual to whom the Executive Headteacher and has delegated responsibility for the administration of exams in their centre.

- Manages the administration of internal exams and/or external exams.
- Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution, to all centre 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 exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process.
- Identifies and manages exam timetable clashes in liaison with heads of key stage/Heads of School.
- Work with the Business Manager in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework/controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Teachers are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.
- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The special educational needs lead /head of school is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements.
- 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 exams rooms.

Invigilators are responsible for:

- Assisting the exams officer in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications Offered

The qualifications offered at this centre are decided by the Heads of School in conjunction with the Executive Headteacher and subject teachers.

The types of qualifications offered are GCSE, Entry Level, Functional Skills and Vocational.

Decisions on whether a candidate should be entered for a particular subject will be taken by the subject teacher in consultation with the head of school.

Exam Series

Internal exams are held under external exam conditions.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the subject teacher and the Examinations Officer.

Exam Timetables

Once confirmed, the exams officers will circulate the exam timetables.