Woodlands Academy
Partney Road, Spilsby, Lincs. PE23 5EJ

EXAMINATIONS POLICY

1. Introduction

1.1 This Policy is based on the Joint Council for Qualifications model Examination Policy and the purpose of this Policy is to:

- To ensure that planning and management of examinations is conducted efficiently and in the best interests of the candidates
- To have an efficient examinations system with clear guidelines for relevant staff

2. Roles and Responsibilities

2.1 The Head of Centre is the Head Teacher of The Woodlands Academy and has overall responsibility for the school as an Examination Centre

2.2 The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice – see the Examinations Malpractice Policy

2.3 The Examinations Officer is appointed by the Head of Centre

2.4 The Examinations Officer will:

- Advising the Senior Management Team and subject teachers on examination timetables and application procedures as set by the various Examination Boards
- Produce an annual calendar for all examinations in which the candidates are involved
- Communicates regularly with staff regarding candidate entries, coursework, deadlines and examination day logistics
- Arrange an independent assessor for pupils requiring Access arrangements and completing the associated papers within the timescales set by the Awarding Bodies
- Ensures that parents/guardians are informed of all aspects of examinations that will affect them
- Enters candidates for all examinations as requested
- Checks entry confirmations against original entry details and contact Awarding Bodies where there are errors where necessary
- Receives, checks and stores securely all examination papers
- Accounts for all examination costs
- Advise Senior Management Team for staffing requirements for all examinations

- Book the rooms to be used for examinations
- Be responsible for the setting up of examination rooms with all necessary equipment and documentation
- Be responsible for collection of papers from secure storage for opening at the start of each examination
- Check that Attendance Registers are completed correctly
- Check that all papers have Candidates name, number and Centre number entered
- Submits examination papers and coursework in accordance with deadlines set
- Distribute examination results and certificates

2.5 The subject teachers will:

- Give details of those pupils who require Access Arrangements to the Examinations Officer
- Decide which examinations and which pupils will be entered according to their abilities and pass that information to the Examinations Officer
- Pass on changes to the entries where necessary to the Examinations Officer for amendment or withdrawal
- Ensure that coursework is completed in accordance with deadlines and passed to Examinations Officer for despatch to Awarding Bodies

3 Qualifications

3.1 The qualifications offered at The Woodlands Academy are GCSE, BTec and Entry Level 1 and 2 Adult Literacy and Numeracy.

3.2 At the start of Y9, all candidates will be entered for qualifications depending on whether candidates can achieve the minimum levels and at the discretion of the subject teacher

4 Examination Timetables

4.1 External examinations are scheduled for November, March and June each year

4.2 Internal examination timetables and completion will be at the discretion of the subject teacher and will be held under examination conditions

5 Entries

5.1 The Woodlands Academy does not accept entries from external candidates for GCSE examinations but will for Adult Literacy and Numeracy on line testing

5.2 Entry deadlines are circulated to subject teachers via memo and by examination meetings hosted by the Examinations Officer

6 Examination Fees

6.1 The Woodlands Academy will pay all normal examination fees for all candidates

6.2 Late entry or amendment fees will also be paid by The Woodlands Academy

6.3 Candidates will not be charged for withdrawals or amendments

7 Access Arrangements

7.1 The Disability Discrimination Act 2005 extends to include general qualifications. The Centre will ensure that Access Arrangements and Special Consideration regulations and guidance are consistent with the law.

7.2 The Examinations Officer will ensure that those who are assessed as needing assistance will have the necessary support from staff during examinations

8 Estimated Grades

8.1 The subject teachers will submit estimated grades to the Examinations Officer when requested

9 Invigilators

9.1 Internal invigilators will be used for external examinations. The subject teacher will not be an invigilator for his/her subject examination

9.2 Invigilators will be timetabled and briefed by the Examinations Officer. A copy of the Woodlands Academy Invigilators Handbook is available for staff new to this role

10 Candidates

10.1 Candidates must hand over mobile phones and other electronic devices at the start of any examination, failure to do so will result in disqualification. These will be returned when the examination is completed,

10.2 The Examinations Officer will attempt to contact any candidate who is not present at the start of the examination and will deal with them in accordance with the JCQ guidelines

10.3 If a candidate is ill before an examination, suffer a bereavement or other trauma, be taken ill during the examination itself, it is the responsibility of that candidate

to notify The Woodlands Academy School to that effect. The candidate must support any special consideration claim with appropriate evidence. The Examinations Officer will then forward a completed Special Consideration form to the relevant Awarding Body within seven days of the examination.

12 Coursework

12.1 Candidates who have to prepare coursework should do so by the end of that course

12.2 Subject teachers will ensure all coursework is ready for despatch at the correct time

12.3 Marks for all internally assessed coursework and estimated grades are provided to the Examinations Officer by the subject teacher

12.4 The candidate has the right to appeal against an internal assessment – see The Woodlands Academy's Examination Internal Appeal Policy

13 Results

13.1 Candidates will receive individual results slips on results days either in person at The Woodlands Academy or by post to their home address

13.2 Arrangements for The Woodlands Academy to be open on results days are made by the Head of Centre

13.3 The Examinations Officer will be at The Woodlands Academy on results days

13.4 Enquiries about results may be requested by the candidates if there are reasonable grounds for believing there has been an error in marking. If a result is queried, the Examinations Officer, subject teacher and Head of Centre will investigate the feasibility of asking for a re-mark at The Woodlands Academy's expense. If the Centre does not uphold an enquiry about result, the candidate may apply to have an enquiry carried out at his/her expense

13.5 After the release of results, candidates may ask the Examinations Officer to request the return of papers within three days of receiving the results

13.6 GCSE re-marks cannot be requested once papers have been returned to the candidate or Centre

14 Certificates

14.1 Certificates are either posted or can be collected in person from the Examinations Officer by prior arrangement

14.2 Certificates can be collected by a third party provided they have been authorised to do so

14.3 Replacement certificates can be obtained if the candidate agrees to pay the costs incurred

14.4 The Woodlands Academy will retain certificates for two years

15 Records

15.1 The Woodlands Academy will keep all records for examinations for a period of two years after the end of the course

Prepared by CA
Checked by AE
Policy received on behalf of Governors

This policy was approved at a Governors Meeting held on:

Signed: **Chair of Governors**

Date: 14th June 2017