



Exam Policy

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of the pupils.
- 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 school'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 exams officer.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

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Exam responsibilities

The Head Teacher:

- has overall responsibility for the school as an exams centre 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:

- manages the administration of external exams.
- advises the senior leadership team, subject and class teachers, 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 school staff and pupils, of an annual calendar for all exams in which pupils will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that pupils 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 pupils 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.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures pupils' 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 pupils and forwards, in consultation with the SLT, any post-results service requests.

Subject Leads are responsible for:

- guidance and pastoral oversight of pupils 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.



Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the subject lead and/or exams officer.

The **Leader of SEND** is responsible for:

- identification and testing of pupils' requirements for access arrangements and notifying the exams officer in good time so that they can put in place exam day arrangements.
- process any necessary applications to gain approval (if required).
- working with the exams officer to provide the access arrangements required by pupils in exam rooms.

Lead invigilator/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 exam's 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 exam's office.

Pupils 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 Woodlands Academy are decided by the senior leadership team, in consultation with the subject leads. The types of qualifications offered are vocational (BTEC) and academic (GCSE).

The subjects offered for these qualifications in any academic year may be found in the school's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by term six.

Informing the exams office of changes to a specification is the responsibility of the teachers and subject leads.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in term three, each year.



External exams and assessments are scheduled in May/June each year.

Internal exams are held under external exam conditions.

The exams officer and subject leads decide which exam series are used in the school.

The school does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed upon between the subject leads and the exams officer.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

Entries, entry details and late entries

Decisions on whether a pupil should be entered for a particular subject will be taken by SLT, teachers and subject leads.

Entries for GCSEs will be determined by taking a number of things into consideration:

- Attendance – target 75% or above.
- Effort scores – target an average of 120 or more a week.
- Ability – a holistic approach to assessment will be used. (CAT, NGRT, prior data) on entry to the school to determine targets.
- Ongoing assessments, AOL (Assessment of Learning) data and mock exam data will also be taken into account when making entries.
- Amount of coursework completed. Some BTEC's have a large percent of course work which, if not completed will make it very difficult, if not impossible to pass the course.
- Whether full school uniform is being used

As a school we reserve the right to not enter a pupil into an exam that we feel will not meet the minimum requirements to pass (at least a grade 1). We also reserve the right to withdraw pupils due to any significant drop in the measures mentioned above.

Each pupil is treated on an individual basis. We use entry target criteria as a benchmark. There may be cases where pupils are entered that are outside of this.

All pupils will have the opportunity to take GCSEs however it will be down to entry criteria and reviewing each pupil at a time.

Woodlands Academy **Exam Policy**

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Parents/carers can request a subject entry, change of level or withdrawal. If an entry is requested against the decision of the school, the parent/carer will be responsible for the entry fee. (Including late fees and high late fees if applicable).

Woodlands Academy does not accept entries from private/external candidates, or act as an exams centre for other organisations.

Entry deadlines are circulated to subject leads via email, briefings, or meetings.

Subject leads 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 (i.e. late) require the authorisation, in writing, of exams officer.

GCSE re-sits are not allowed.

Functional skills/BTEC re-sits/retakes are allowed.

Re-sit decisions will be made by curriculum manager in consultation with heads of departments.

Equality Legislation

All staff must ensure that they meet the requirements of any equality legislation.

Woodlands Academy will comply with the legislation, including making reasonable adjustments to the service that they provide to pupils in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the exams officer.

Access arrangements

The Leader of SENd will inform subject teachers of pupils with special educational needs and any special arrangements that individual pupils will need during the course and in any assessments/exams.

A pupil's access arrangements requirement is determined by the Leader of SENd.

Ensuring there is appropriate evidence for a pupil's access arrangement is the responsibility of Leader of SENd.



Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Leader of SENd and exams officer.

Rooming for access arrangement candidates will be arranged by the SENCo and exams officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Leader of SENd and exams officer.

Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer. Please see the exam contingency plan policy.

Contingency plans are available via email and briefing meetings *and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.*

Estimated grades

Subject leads are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

External and internal staff will be used as necessary to invigilate examinations.

These invigilators will be used for external exams.

Recruitment of invigilators is the responsibility of the Head Teacher and exams officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Head Teacher.

DBS fees for securing such clearance are paid by the school.

Invigilators' rates of pay are set by the Head Teacher

Invigilators are recruited, timetabled, trained, and briefed by the exams officer.



Malpractice

The Head Teacher in consultation with exams officer is responsible for investigating suspected malpractice.

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 and invigilators 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 pupils. 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 heads of department in accordance with JCQ's recommendations and no sooner than 24 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with school administrator.

All pupils are required to remain at school for the full day on an examination day.

Candidates

The exams officer will provide written information to pupils in advance of each exam series. A formal briefing session for pupils may be given by the teachers.

Woodlands Academy publish rules on acceptable dress and behaviour, and this should always apply during exams. Pupils' personal belongings remain their own responsibility and Woodlands Academy accepts no liability for their loss or damage.



In an exam room, pupils 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. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive pupils are dealt with in accordance with JCQ guidelines. Pupils are expected to stay for the full exam time at the discretion of the invigilators.

Note: Pupils who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exams officer is responsible for handling late or absent candidates on exam day.

Special consideration

Should a pupil be unable to attend an exam because of illness, suffer bereavement or other trauma or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the school's exams officer or pastoral team to that effect.

The pupil must support any special consideration claim with appropriate evidence within 14 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 14 days of the exam.

Internal assessment

It is the duty of subject leads 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.

Marks for all internally assessed work are provided to the exams officer by the heads of department. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the school's Internal Appeals Procedure (IAP) document.



Results

Pupils will receive individual results slips on results days.

The results slip will not be in the form of a school produced document.

Arrangements for Woodlands Academy to be open on results days are made by the exams officer.

The provision of the necessary staff on results days is the responsibility of the exams officer.

Enquiries about Results (EAR)

EARs may be requested by school staff or the pupils following the release of results. A request for a re-mark or clerical check requires the written consent of the pupil, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

All decisions on whether to make an application for an EAR will be made by curriculum manager and heads of department.

The cost of EARs will be paid by the school when in support and pupils when not supported by the school.

If a pupil's request for an EAR is not supported, the pupil may appeal and the school will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, pupils may ask subject staff to request the return of written exam papers within 14 days of the receipt of results.



School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of pupils must be obtained.

An EAR cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of exams officer.

Certificates

Pupils will receive their certificates

- in person, collected from school and signed for.
- posted (recorded delivery) only if in special circumstances the candidate cannot get to the school.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

Woodlands Academy retains certificates for 3 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.