

**MARSHFIELDS SCHOOL**  
A Special Technology College  
Eastern Close Dogsthorpe Peterborough PE1 4PP

Headteacher: Janet James

Tel: (01733) 568058 Fax: (01733) 553855

e-mail: [office@marshfields-sch.co.uk](mailto:office@marshfields-sch.co.uk)

Web: [www.marshfields.co.uk](http://www.marshfields.co.uk)



Centre number 22334

# Exams 18/19

Head of Centre Janet James,  
From **Jan 19 Jude Macdonald**  
Exams Officer Phil Cavanagh  
Deputy Headteacher (Teaching and Learning) Amanda Anderson  
SENCo Debbie Drane  
School Business Manager Michelle Brownsword  
Lead Invigilator Andrew Sykes

**Lead of departments:**

English Rachel Rouncefield (English FPQ/HPQ/Functional Skills)  
Maths Emma Favell (Maths Entry Level, Functional Skills, GCSE)  
Science/ Post 16 Mark Washbrook (IGCSE Science, Entry, BTEC)  
Technology Phil Cavanagh (Entry, GCSE, BTEC Art).

**Other Delivering teachers:**

Karen Northrop (BTEC Landbased studies, BTEC money and Finance Level 1. )  
Mary Worgan (BTEC childcare)  
Cheryl Thomson (ASDAN)  
Lynsey Ellis (GCSE/ Entry Art)  
Rebecca Robertson (BTEC Art)  
Holly Brown (Hums Entry Level)  
Tara Watson (PE) (MAT leave cover Tom Czuchaj (BTEC sport)  
Hannah Mills (INGOTS Computing)  
Alison Cavanagh (GCSE/Entry Food)  
Hilary Hull (Performing Arts/ Arts Award)  
Janna Hicks (English FPQ/HPQ/Functional Skills)  
Georgia Pike (English FPQ/HPQ/Functional Skills)  
Jim Doran (Maths Entry Level, Functional Skills, GCSE)

# *Marshfields School*



## **Exams policy**

### ***Contents***

- The centre exams policy
- Qualifications
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The policy is next due for review November 2019.

The purpose of this exams procedure 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 procedure will be reviewed by the Exams Officer in consultation with SLT.

Where references are made to JCQ (Joint Council of Qualifications) regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## Exam responsibilities

### The Head of centre:

- has overall responsibility for the school/college 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<sup>1</sup>:

- Manages the administration of internal exams and 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 by **End of February 2019**
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides detailed data on confirmed entries with estimated grades by **End of November 2018**
- 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*

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<sup>1</sup> This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

*process*. Supported by Deputy Headteacher (Teaching and Learning), with consultation support and testing from Sue Deoraj. (Level 7 Certified)

- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges. Supported by School Business Manager.
- Line manages the senior exams invigilator, Andrew Sykes, 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 and returned coursework / controlled assessments to the lead teacher.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests. Supported by the School Business Manager.

**Leads of departments** are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries. *Submission of entries information by published dates.*
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer **by End of November 2018**
- 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 head of department and/or exams officer.

The **Special Educational Needs Coordinator (SENCO)** 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.
- The student has to initiate in the exam what help they require.

**Invigilators** are responsible for:

(Andrew Sykes – Lead invigilator) *To meet with PCv in 1<sup>st</sup> half term from September start to review JCQ updates.*

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the safe will be delivered to the place of exam from the exams officer in the first instance. If this is not possible to the School Business Manager.
- The senior invigilator will be responsible for the collection of all exam papers (completed scripts) in the correct order at the end of the exam and ensuring their return in the first instance If this is not possible to the School Business Manager. The Business Manager

records in a 'Red Book' receiving from the Exams Officer, any papers and collection of these by the Courier.

**Candidates** are responsible for:

- Completing their own details at the front of the exam paper.
- 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 lead of departments, delivering teachers in consultation with SLT.

The types of qualifications offered are GCSE, Entry Levels, Functional Skills, AQA Awards, BTEC, TLM ingots (QCF), Edexcel Awards, AQA EPQ, HPQ.

Informing the exams office of changes to a specification is the responsibility of the delivering Teacher.

Decisions on whether a candidate should be entered for a particular subject will be taken by the delivering Teacher in consultation with the SLT.

## ***Exam series***

Internal exams (mock or trial exams) and assessments are scheduled in *Summer 2018*

External exams and assessments are scheduled in *Summer 2018*

Internal exams *are* held under external exam conditions. Unless otherwise specified in the guidance for that

The delivering teacher decides which exam series are used in the centre in consultation with the Exams Officer.

## ***Exam timetables***

Once confirmed, the exams officer will circulate the exam timetables for *external exams* at a specified date before each series begins. All internal exams will be shared on the school calendar by delivering teachers emailing the school office with relevant details.

## **Entries, entry details and late entries**

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre accepts entries from private candidates in consultation with the exams officer and SLT.

The centre does not act as an exams centre for other organisations. Although there is joint moderation for the Arts Award (Bronze / Silver Arts Award) which is arranged by Trinity. This is due to saving money and not enough students to have an independent moderator.

Entry deadlines are circulated to delivering Teachers via email and then placed on the staffroom notice board.

Delivering teachers 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 *SLT*.

GCSE re-sits/retakes are not allowed.

Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by *delivering teacher in consultation with Exams Officer and SLT*.

## **Exam fees**

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.

The exams officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the centre.

Functional skills entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the department.

Fee reimbursements *are not* sought from candidates:

- if they fail to sit an exam;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the centre.

## **Equality Legislation**

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

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Exams Officer.

## **Access arrangements**

The SENCO, supported by Deputy Headteacher (Teaching and Learning) 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.

A candidate's access arrangements requirement is determined by the Deputy Headteacher (Teaching and Learning)

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Deputy Headteacher (Teaching and Learning)

The procedure (comply with updates Summer 2018) at Marshfields is for class teachers to make requests for exams access as per the students 'normal way of working'. The school SENCo, Debbie Drane, processes the applications, taking into account specific EHCP information. An external (level 7) Education for Learning Consultant, Sue Deroj, completes in school assessments and in cooperation with the exams officer, submits the Access Applications.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Rooming for access arrangement candidates will be arranged by the *Exams Officer*.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the *Exams Officer and Deputy Headteacher* (Teaching and Learning).

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the *Exams Officer*.

(addendum –in the event of Marshfields site and buildings being unavailable or unsuitable for use for the purposes of delivering published exam timetable an alternative location is available. Dogsthorpe Church PE1 4HP has agreed to allow its premises to be used. SLT/Exam Officer to undertake a visit to establish suitability and logistics)

Contingency plans are available via email then placed on the staffroom notice board and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## **Private candidates**

Managing private candidates is the responsibility of the Exams Officer in consultation with SLT.

## **Estimated grades**

Delivering Teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## **Managing invigilators**

Internal Invigilators are trained, as part of in-house staff sessions. Lead Invigilators and Exams Officer attend to ensure correct procedure is explained and modelled in compliance with JCQ regulations (see P4 Invigilators). External staff will be used to invigilate examinations when this cannot be covered by internal staff.

These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Deputy Headteacher (Teaching and learning).

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the SLT/ Business Manager.

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

Invigilators' rates of pay are set by SLT.

Invigilators are recruited, timetabled, trained, and briefed by SLT.

## **Malpractice**

The head of centre in consultation with Deputy Headteacher (Teaching and Learning) and 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 School Business Manager will be responsible for setting up the allocated rooms, and will be advised of requirements one month in advance. This may be by re allocating staff already in school or reorganising the school caretaker work hours to support during busy exam times.

The Exams Officer or SLT 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 delivering teachers in accordance with JCQ's recommendations and no later than 72 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 the School Business Manager.

## **Candidates**

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 Delivering Teachers.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

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. 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 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 and SLT.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times. Late arrivals of under 30 minutes after start time must be kept under close supervision for 30 minutes after published end.

The Exams Officer is responsible for handling late or absent candidates on exam day.

## **Clash candidates**

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue.

## **Special consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's *Exams Officer* to that effect.

The candidate must support any special consideration claim with appropriate evidence within **2** days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 3 days of the exam supported by the school SENCO.

## **Internal assessment – for external Exams**

It is the duty of Lead of departments 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, supported by the school Business Manager.

Marks for all internally assessed work are provided to the Exams Officer by the *delivering Teachers*. 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 centre's Internal Appeals Procedure (IAP) document detailed in this policy.

The School Business Manager will sit with the Exam Officer to input entries and results on Pearson data base.

## **Results**

Candidates will receive individual results slips on results days,

- in person at the centre (collected and signed for)
- or by post to their home address - candidates to provide a self-addressed envelope and permission letter if they are unable to attend the centre

The results slip *will* be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the School Business Manager and Exams Officer.

The provision of the necessary staff on results days is the responsibility of the School Business Manager and Exams Officer.

## **Enquiries about Results (EAR)**

EARs may be requested by centre staff or the candidate following the release of results. 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 the group of candidates.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by Exams Officer in consultation with delivering teacher and/or SLT.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre 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, candidates may ask subject staff to request the return of written exam papers within one day of the receipt of results.

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

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

The cost of EARs will be paid by the candidate.

Processing of requests for ATS will be the responsibility of Exams Officer.

## **Internal appeals procedures (IAP)**

The school is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to his/her work, he/she may make use of the appeals procedure. **Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.**

The existence of this procedure is made known to students by teachers at the start of the examination season and placed on the school website for both students and parents to view.

## **Examination Policy 2017**

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
2. Appeals should be made in writing to the examinations officer, Mr Phil Cavanagh, who will investigate the appeal. If the Examinations Officer was directly involved in the assessment in question, he will appoint another member of in SLT to conduct the investigation. Likewise, if the examination officer is not able to conduct the investigation for any other reason.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and examination code of practice of the QCA. This will be done before the end of the series.

4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.

5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure.** Details of the appeals procedure for the relevant awarding body are available from the examination officer.

### **Exams Fire Evacuation Policy**

In the event of a fire alarm, the following procedures apply:

- Note the time that the fire alarm went off and how long the examination has been going on.
  - All examination question and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the Hall with the candidates.
  - Ask students to leave their belongings and papers on their desk and leave by the nearest fire exit.
  - BEFORE the students exit the exams room, remind them that they are still under examination board conditions and under NO CIRCUMSTANCE should talk to one another or use a mobile phone. Remind students that a breach of regulations could mean disqualification from their examination.
  - An invigilator should leave with a group at each fire exit. The registers (photocopied and original) should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
  - IMPORTANT - the students should assemble at a distance to other classes to ensure that they are isolated from the other students.
  - Return to the exams room as soon as the all clear is given noting the time of re-starting the examination and changing the finish time.
  - Send an application for Special Consideration to the exam board stating details of disruption.
- NB: Mobile phones should have been handed into reception on arriving to school and should remain there until after the examination.

### **Exam materials security**

- Exam materials must be delivered to the Exams Officer upon arrival at school.
- Should the Exams Officer be unavailable, exams materials will be temporarily locked in a secure cabinet in the main office until they are collected by the Exams Officer.
- Each delivery will be checked by the Exams Officer to ensure it is correct, before being stored in the secure filing cabinet which is situated in the store room. Only Mr Phil Cavanagh and Michelle Brownsword have access to the keys to the exams cabinet.
- Should any breach of security occur, the relevant exam board must be informed immediately.

## Certificates

Candidates will receive their certificates

- in person at the centre (collected and signed for) Available at three points of the year. Friday 1<sup>st</sup> December 2018, Friday 23<sup>rd</sup> February 2019, Friday 27<sup>th</sup> April 2019. If these dates change they will be advertised on the school website.
- Failure to collect in person certificates will be sent by post to their home address (candidates to provide a self-addressed envelope) if unable to attend the centre, posted by Recorded delivery.

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.

The centre retains certificates for 2 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.

Head of centre

Exams officer

Janet James .....

Phil Cavanagh.....

Date

December 2018

For review November 2019 by the Exams Officer.

S	Successful
H	Happy
A	Aspiring
P	Purposeful
E	Exciting
D	Diverse

## Marshfields School

### Emergency evacuation procedure for examinations

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing. All students to turn papers over on their desk.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the Lead Instructor.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.