

# Exams Policy



**Hazel Oak School**

**Approved by:**

**Andy Simms**

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## 1. Introduction and aims

Our Hazel Oak School is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- › The planning and management of exams is conducted in the best interest of candidates
- › Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- › We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

## 2. Roles and responsibilities

### 2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

### 2.2 Head of centre

The head of centre:

- › Has overall responsibility for the Hazel Oak School as an exams centre

- › Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Andy Simms.

## 2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- › Manage the administration of Elizabeth Paterson
- › Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- › Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- › Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- › Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- › Provide and confirm detailed data on estimated entries
- › Maintain systems and processes to support the timely entry of candidates for their exams
- › Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- › Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- › Identify and manage exam timetable clashes
- › Account for income and expenditures relating to all exam costs/charges
- › Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- › Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- › Track, dispatch and store returned coursework/controlled assessments
- › Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- › Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- › Advise on appeals and re-marks

Our exams officer is James Summerfield

## 2.4 Head of Key Stage 4 and 5

Head of Key Stage 4 and 5 are responsible for:

- › Advising the exams officer of any changes to syllabus or assessment details for their subjects
- › Advising the exams officer of entries for their subjects
- › Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- › Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- › Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- › Decisions on post-results procedures

## 2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of Key Stage and/or the exams officer
- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- 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 exam rooms

## 2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

Our lead invigilator is Elizabeth Paterson

## 2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

## 3. Qualifications offered

The Head of Centre decides the qualifications we offer (based on evidence and advice presented by teaching staff).

We offer the following types of qualifications:

- ASDAN Life Skills
- English, Maths and Science Entry level
- English and Maths Level 1 and 2

The subjects offered for these qualifications in any school year may be found on our website.

If there will be a change to a specification for the next year, the exams office must be informed by November each year.

Informing the exams office of changes to a specification is the responsibility of Key Stage leads.

Decisions on whether a candidate should be entered for a particular subject will be taken by Key Stage Leads in consultation with Teaching staff.

## 4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

- Exam Preparation in May and June, specifically for Level 1 and 2 learners.

Internal exams are held under external exam conditions.

The Exams Officer decides which exam series are used in the centre.

The centre does offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Exams Officer and the Head of Centre

## 5. Exam timetables

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

The process is as follows:

1. Produce an exams Timetable
2. Send timetable to parents and staff
3. Book rooms
4. Check exam regulations are in place
5. Check candidate registrations are correct

## 6. Entries (including entry details and late entries)

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

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of Key Stage 4 and 5 via email.

Heads of Key Stages 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 require authorisation, in writing, by the Exams Officer.

### 6.1 Re-sits

We allow re-sits for the following types of qualifications:

Delete as appropriate:

- › Level 1 and 2 subjects

Re-sit decisions will be made by Key Stage Leads (based on evidence and advice from teaching staff) in consultation with Exams Officer.

## 7. 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.

## 8. Equalities

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

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of Head of Centre.

## 9. Access Arrangements

The subject teachers will notify the Exams Officer of 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 Exams Officer.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Exams Officer.

Room arrangements for candidates using access arrangements will be organised by the Exams Officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by Exams Officer.

## 10. Contingency planning

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

Contingency plans are available via accreditation meetings, emails and live exams calendar records are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

The Head of Centre is informed fortnightly of updates to processes and procedures. The Exams Office also records all accreditation/examination information onto one document (which is saved and shared on Hazel Oak's secure drive).

A contingency plan can be accessed through the Exams Officer.

## 11. Estimated grades

Teaching staff are responsible for submitting estimated grades to the exams officer when requested.

## 12. Managing invigilators

External staff will not be used to invigilate examinations. Internal training is provided for those who volunteer and have no conflict of interest with the students who are taking part in the examinations.

## 13. Malpractice

The head of centre, in consultation with Exams Officer is responsible for ensuring that suspected malpractice is thoroughly investigated.

This section sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications.

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

### Definition of Malpractice

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates and associated

achievement. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- The assessment process
- The integrity of a regulated qualification
- The validity of a result or certificate
- The reputation and credibility of ASDAN and WJEC, or the qualification or the wider qualifications community
- Malpractice may include a range of issues from the failure to maintain appropriate records or systems, to the deliberate falsification of records in order to claim certificates.

### **Examples of Malpractice**

The categories listed below are examples of centre and learner malpractice. Please note that these examples are not exhaustive and are only intended as guidance on our definition of malpractice:

- Denial of access to premises, records, information, learners and staff to any authorised accreditation board representative and/or the regulatory authorities
- Failure to carry out internal assessment, internal moderation or internal verification in accordance with our requirements
- Deliberate failure to adhere to our learner registration and certification requirements
- Fraudulent claim(s) for certificates
- The unauthorised use of inappropriate materials / equipment in assessment settings (e.g. mobile phones)
- a loss, theft of, or a breach of confidentiality in, any assessment materials
- Plagiarism by learners/staff
- Copying from another learner (including using ICT to do so)

### **Definition of Maladministration**

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within ASDAN and WJEC (e.g. inappropriate learner records).

### **Examples of Maladministration**

The categories listed below are examples of Centre and learner maladministration. Please note that these examples are not exhaustive and are only intended as guidance on our definition of malpractice:

- Unintentional, but persistent failure to adhere to our learner registration and certification procedures
- Unintentional, but persistent failure to adhere to our centre approval or qualification requirements and/or associated actions assigned to the centre
- Late learner registrations (either infrequent or persistent)
- Inaccurate claim for certificates made frequently, even if accidentally
- Withholding of information from the accreditation board which is required to assure that the centre's ability to deliver qualifications appropriately can be m

### **Training**

As highlighted to the Accreditation Guidance, the Exams Officer will train staff around malpractice and maladministration. All staff who teach and moderate accreditation will need to attend. Training will include: reviewing examples of good/bad practice; reading through the policy. Teaching staff will be instructed to present a malpractice/maladministration session with their students. This will include: a definition of malpractice/maladministration; examples of good/bad practice; the responsibilities of the teaching staff and learners; Q&A; a summative test at the end of the session.

## Preventing malpractice

Hazel Oak School has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ document **Suspected Malpractice: Policies and Procedures**. (SMPP 4.3)
- This includes ensuring that staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:
  - General Regulations for Approved Centres 2024-2-25
  - Instructions for conducting examinations (ICE) 2024-2025
  - Instructions for conducting coursework 2024-2025
  - Instructions for conducting non-examination assessments 2024-2025
  - Access Arrangements and Reasonable Adjustments 2024-2025
  - A guide to the special consideration process 2024-2025
  - Suspected Malpractice: Policies and Procedures 2024-2025 (this document)
  - Plagiarism in Assessments
  - AI Use in Assessments: Protecting the Integrity of Qualifications
  - Post Results Services June 2024 and November 2024
  - A guide to the awarding bodies' appeals processes 2024-2025

## Staff Malpractice /Maladministration Procedure

The awarding organisation will be notified immediately of suspected or actual incidents of malpractice or maladministration, this will be before any investigation takes place.

Investigations into allegations will be coordinated by the Deputy Head teacher who line manages the examination officer who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper. The member of staff will be:

- Informed in writing of the allegation made against him or her.
- Informed what evidence there is to support the allegation.
- Informed of the possible consequences, should malpractice be proven.
- Given the opportunity to consider their response to the allegations.
- Given the opportunity to submit a written statement.
- Given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required).



- Informed of the applicable appeals procedure, should a decision be made against him/her.
- Informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators, the police and/or professional bodies. If work is submitted for moderation/verification which is not the candidate's own work, the awarding body may not be able to give that candidate a result.

**Staff Malpractice/Maladministration Sanctions.** (This should be read in conjunction with schools conduct and disciplinary policies)

Where a member of staff is found guilty of malpractice, Hazel Oak School may impose the following sanctions:

- 1) **Written warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- 2) **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training.
- 3) **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- 4) **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time
- 5) **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

### Appeals

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal in line with the Appeals Policy. (See examinations

## 14. Exam days

The exams officer will:

- › Book all exam rooms (after liaising with other relevant users)
- › Make question papers, exam stationary and materials available for the invigilator

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements 10 working days in advance.

The Exams Officer and Invigilator role 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 heads of Key Stage in accordance with JCQ's recommendations and no later than 2 hours after candidates have completed them.

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

## 15. 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 invigilators.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept 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 stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the 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.

Candidates 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.

### **15.1 Overseas candidates (delete this section if not offered)**

The Head of Centre is responsible for managing overseas candidates.

### **15.2 Private candidates (delete this section if not offered)**

The Exams Officer is responsible for managing private candidates.

### **15.3 Clash candidates**

The Exams Officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

## **16. Special consideration**

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Invigilators to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 working days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 5 working days of the exam.

## **17. Internal assessment**

It is the duty of Key Stage 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 internally assessed work are provided to the exams office by Key Stage Leads. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document (refer to Hazel Oak's Internal Appeals Procedure Policy)

## 18. Results and certificates

Candidates will receive individual results slips on results days. Hazel Oak will phone parents, then print individualised results and send using stamped envelope. They will be addressed to the student, not parent/carer and will be presented on an official Hazel Oak Header.

Any NEA results or certificates received before the students complete their academic year will be posted. Outstanding results will be communicated to students in writing using a centre-produced document. Dates of results days each year will be publicised for all candidates through letters home.

### 18.1 Enquiries about results (EARs)

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 a group of candidates.

The cost of EARs will be paid by the centre.

The cost of EARs is set out in section 7 of this policy ('Exam fees').

All decisions about whether to make an application for an EAR will be made by the Head of Centre.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the Head of Centre following the JCQ guidance.

### 18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 1 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.

Applications for EARs cannot be submitted once an original script has been returned.

The Exams Officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the centre.

The cost of ATS is set out in section 7 of this policy ('Exam fees').

## 19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every year.