



Policy Title: Examinations Policy (Including contingency plan, non-examination assessments)

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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 *Examinations officer*.

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

Exam responsibilities

NB Head Teacher is also Exams Officer at Cotswold Spa

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: Policies and Procedures

Exams officer¹:

- manages the administration of *internal exams (as set by home schools) and external exams (primarily when acting as a host centre)*
- advises the senior leadership team within the hospital, 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 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 and a pupil's home school that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Liaises with home schools when it is appropriate to act as a host centre

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

- maintains systems and processes to support the timely entry of candidates for their exams, should the need arise
- 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 publications *Access Arrangements and Reasonable Adjustments* and *A guide to the special consideration process* in consultation with the medical team and home school
- 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, if required
- ensures candidates' non-examination assessment marks and any other material required by the appropriate awarding bodies are submitted correctly and on schedule; primarily through liaison with home school
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests
- Arranges for discharged patients to contact the hospital through reception to leave a message and let the school know of any results we may have helped with

Teachers are responsible for:

- supplying information on entries, coursework and non-examination assessments as required by the home school 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 at a home school in good time so that they are able to put in place exam day arrangements, if the candidate is sitting the exam in their home school
 - processing any necessary access arrangement applications in order to gain approval (if required), via liaison with the consultant and Home School examinations Officer, as if the patient has been entered by their Home School, they will have to apply.
 - providing the access arrangements required by candidates in exams rooms are met.
 - ensuring that examination rooms are well equipped and all candidates are able to access the room
- All the above are in line with the school's disability policy

Exams Officer/invigilators are responsible for:

- ensuring 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 non-examination assessment regulations and if required signing a declaration that authenticates the work 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 *Head Teacher in consultation with the Home School as entries are usually made by the Home School.*

The types of qualifications offered are *GCSE, AS, A levels, Home School Examinations*

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year; as well as the examinations timetable as most pupils will have been entered by their home school.

Decisions on whether a candidate should be entered for a particular subject will be taken by the home school, the head teacher and the medical team. Sitting an exam on a set day will be decided on a day-to-day basis under the guidance of the consultant if necessary.

The school has on occasion entered candidates as an entering centre. This decision is on a case-by-case basis under exceptional circumstances usually when a student is not on roll at an entering centre and requires one or two GCSE or GCE qualifications to proceed to the next stage of their education (e.g. requiring English and maths GCSE to enrol on a college course). This decision is at the discretion of the head teacher in consultation with the student, hospital MDT and teaching team, to determine if an examination would be beneficial, attainable and appropriate.

Exam series

External exams and assessments are scheduled in Summer series.

Internal exams are held under external exam conditions.

The head of centre decides which exam series are used in the centre.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for *external exams* at a specified date before each series begins to each of the candidates and publish the timetable on the school room notice board.

Entries, entry details and late entries

Candidates are primarily entered by their home school.

The centre acts as a host centre for other schools/organisations.

Entry deadlines are circulated to heads of department/curriculum via email, briefing meetings.

Heads of department/curriculum will be informed of estimated entry information, provided by the home school 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 *the department heads at the entering centre*.

Re-sit decisions will be made by the examinations officer.

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 entering centre.

AS entry exam fees are paid by the entering centre.

A level entry exam fees are paid by the entering centre.

Late/ Host entry or amendment fees are paid by the entering centre.

Fee reimbursements *are not* sought from candidates:

- *if they fail to sit an exam;*
- *if they do not meet the necessary NEA requirements without medical evidence.*

Re-sit fees are paid by the entering 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 *Examinations Officer*.

Access arrangements

The SENCo 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 *entering centre examinations officer*, but if it is deemed necessary to apply for special arrangements owing to eating disorder, the exams officer will liaise with the *Home School Examinations Officer and Hospital Consultant*.

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the *examinations Officer at the Home school*.

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

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the *Examinations Officer*.

Contingency planning

Contingency planning for exams administration is the responsibility of the *Examinations Officer*. The school's full contingency plan can be found in appendix B of this document.

Estimated grades

Teachers via the Head Teacher are responsible for submitting estimated grades to the exams officer/ subject teacher of the home school when requested by the exams officer.

Invigilators

Invigilation will be carried out, primarily by the Head of Education/ Examinations Officer and teaching staff at the unit.

Invigilators are timetabled, trained, and briefed by the Examinations Officer and they will sign a declaration before invigilating (Appendix C). These declarations and a record of the content of invigilator training will be kept in the exams records.

If required, recruitment of invigilators is the responsibility of the head teacher.

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

Malpractice

The head of centre in consultation with *Examinations 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.

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements 3 weeks in advance whenever possible. In rare circumstances, this notice period is not possible (e.g. a new admission arriving shortly before their scheduled exam).

The *invigilator* will start and finish all exams in accordance with JCQ guidelines.

Subject staff *may not* 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.

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

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 *Examinations Officer*

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 *lead invigilator*.

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

The *Lead Invigilator* or *Examinations Officer* is responsible for handling late or absent candidates on exam day.

Clash candidates

The *Examinations Officer* will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

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

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

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

Internal assessment

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time to the entering centre. 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 office by the teachers and forwarded to the entering school.

Results

Candidates will receive individual results slips on results days,

- *in person at the home centre*

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

Arrangements for the centre to inform the host centre will be put in place.

The provision of the necessary staff on results days is the responsibility of the *Entering examinations centre*.

Review of Results and Appeals

RORs may be requested by centre staff 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 RORs will be paid by the *candidate*.

All decisions on whether to make an application for a ROR will be made by *Department Head at the entering centre*.

If a candidate asks the centre to request a ROR, but this is not upheld by the centre, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure document.

All processing of RORs will be the responsibility of the *entering examinations 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 7 days of the receipt of results at the entering centre.

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

A ROR cannot be applied for once an original script has been returned.

The cost of ATSs will be paid by the *candidate*.

Processing of requests for ATS will be the responsibility of *entering examinations officer*.

Further information on RORs, ATSs and appeals can be found here: [Post-Results-Services_Autumn-21_Final—Nov2021.pdf \(jcq.org.uk\)](#)

Certificates

Candidates will receive their certificates

- in person at the entering centre
- in the case that CSHS has entered the candidate and they have since been discharged, we will arrange for certificates to be posted securely if a visit to the hospital school is not logistically feasible for the student.

The centre retains certificates for 3 years.

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

GCE and GCSE non-examination assessment

Cotswold Spa Hospital School will be guided by instructions from examinations officers and subject teachers from the candidate's entering centre, should we be required to support in the administration of non-examination assessments.

We refer to the JCQ's Instructions for conducting non-examination assessments, available here [Instructions_NEA_21-22_FINAL.pdf \(jcq.org.uk\)](#)

Appendix A

	General roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
Possible role options for inclusion in policy (select as many as required)	<ul style="list-style-type: none"> • Head of Education/Exams officer/SENCO • Teachers • Candidate • Parent/carers 	<ul style="list-style-type: none"> • SENCo • Ward Consultant • Specialist teacher • Exams officer 	<ul style="list-style-type: none"> • Exams officer • Head of education • Lead Invigilator • Invigilator

Appendix B – Contingency Plans

The various scenarios listed below are:

Absence of examinations officer

Exam room unavailable/ becomes unsuitable

Candidate taking the examination is too unwell

Examination papers have not arrived

Extremes of weather

The event of fire

Absence of examinations officer

In the absence of the Examination officer the following should be put in place:

In the first instance, the school administrator should cover for the examinations officer in the administration (and invigilation, if the examinations officer was due to invigilate) of examinations for that day, working additional hours if required. If this is not possible, the member of teaching staff who is present should inform the nurse in charge that cover will be needed for the education room during the scheduled examination, giving times.

School administrator / member of teaching staff to collect examination cupboard keys from the coded lock box in the school office.

Administrator / teacher to unlock the filing cabinet in the schoolroom with the examinations folder in. This folder contains attendance sheets, examination notices and bags for posting completed scripts. The folder is organised in sections and they are in date order for the exam session.

Check the right documentation is there. If not, contact the examinations officer who will advise.

Go to the examination room and make sure it meets the requirements as per **instructions to invigilators**.

Collect the exam paper from the secure cabinet. Access to stairs with fob and to secure room with keys from lock box.

Collect the candidate(s) from the schoolroom.

Sit them at a table individually.

Take the register and sign it. Place it in the envelope to send to the examiner with the completed exam paper.

Open the exam paper package and go through the instructions on the front cover.

Check the candidate/candidates have everything they need and understand what they need to do.

Start the exam and make a sign stating start time and finish, taking into account any special considerations, such as 25% extra time, which they might be entitled to.

At the end of the examination, collect in the papers and place them in the relevant examination board envelope (where possible this will have the correct label on for delivery) with a copy of the register for the exams officer to deal with on her return (If exams officer is absent for more than one day, call parcel force on 0344 561 7998 or visit the parcel force website to arrange collection). Make a copy of the register for the file.

Store in secure storage locker until collection by Parcelforce.

Collect all the signage and booklets and return the exams folder to the drawer.

Exam room unavailable/ becomes unsuitable:

See hospital director, deputy director or ward manager straight away for an alternative site, such as the dining room or skills kitchen.

If none of these are suitable, the schoolroom will need to be used and the pupils/patients accommodated elsewhere.

In every instance the examination will take priority.

Candidate taking the examination is too unwell:

If a candidate is unwell just prior to the examination starting see either ward doctor for clarification/guidance and if necessary record the candidate as absent.

Examination papers /additional materials have not arrived

Examinations Officer to contact the examination board at least 24 hours in advance to clarify by email

They could be sent by email on the morning of the examination

Phone the relevant examination board, AQA-01614555482, OCR- 01223553998, EDEXCEL-01709 660073 , WJEC/EDUQUAS-02920265000

Extremes of weather

In case of extremes of weather preventing safe access to board room, follow above protocol for "Exam room unavailable/ becomes unsuitable"

The board room's temperature can be controlled by:

The thermostat on the radiator and informing maintenance

An additional electric heater.

If it is too cold, make sure maintenance is informed in advance and keep the doors shut

If the cabin becomes too warm open the windows and turn on the fan (if necessary, request fan from maintenance). If this is insufficient, the classroom (with air conditioning unit) will need to be used as an alternative venue (see above).

In the event of Fire:

If fire is detected in the exam room, raise the alarm by turning the key in the fire panel (all staff have this key at all times).

Evacuate the room via the fire door and proceed around the back of the hospital and around towards the fire meeting point on the front lawn, if possible pick up the examination papers from the candidates and keep with you in a safe place.

If the fire alarm goes off in the hospital follow the point above.

Do not enter the main building, until told it is safe to do so.

In the event of danger being perceived:

Evacuate the room via the fire door if triggered open via alarm or via main door and external door beside cabin (using fob) and proceed around the back of the hospital and around towards the fire meeting point on the front lawn, if possible pick up the examination papers from the candidates and keep with you in a safe place.

If it is not safe to do so, phone for assistance on the hospital phone, shut the doors and wait for help.

Collect the examination papers from the candidates and keep safe.

If possible re-enter the hospital through the secure side entrance via the steps or ramp.

Appendix C - Invigilator declaration

Invigilator declaration

Name:

Role and subject if applicable:

Have you previously invigilated external examinations?

Yes No

Do you have any current maladministration / malpractice sanctions?

Yes No

Please give further details if necessary:

Declaration

I have read and understood the "Instructions for Invigilators".

I have read and understood section 12 of "Instructions for conducting examinations" (Invigilation arrangements).

I have read and understood section 13 of "Instructions for conducting examinations" (Invigilation arrangements for candidates with access arrangements).

I have read Sections 16 – 25 (inclusive) of "Instructions for conducting examinations" (Sections "At the beginning of the examination" "During the examination" and "At the end of the examination").

I have read and understood the "centre emergency evacuation procedure".

I feel adequately trained and prepared to invigilate examinations at Cotswold Spa Hospital School.

Signature: _____

Date: _____