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| **EXAMINATIONS POLICIES** | |
| **Approved by: SGS Leadership Team** | **Date: September 2021** |
| **Review date: September 2021**  Exam policies and our Contingency Plan are reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams | **Responsibility: Head of Centre: Marie George**  For the academic year 2021/22 we reserve the right to adapt our policies and contingency arrangements in line with government guidance:  <https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams> |
| **Introduction and Aims** | |
| Stockland Green 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 and awarding bodies   The following policies have been updated and reviewed in line with the Joint Council for Qualifications (JCQ) and awarding bodies for exam season 2021-2022. | |
| 1. **Head of Centre Declaration** | |
| |  | | --- | | A copy of the head of centre’s declaration for the academic year 2021-2022. | | |
| 1. **Examination Escalation and Contingency Policy** | |
| |  | | --- | | Examination contingency plan (which covers all aspects of exam administration) | | |
| 1. **Examination Entry Policy** | |
| Examination Entry Policy which covers the main aspects of exam administration, roles and responsibilities   1. Introduction and Aims 2. Roles and Responsibilities 3. Qualifications Offered 4. Exam Series 5. Exam Timetables 6. Entries (including entry details and late entries) 7. Exam Fees 8. Equalities 9. Access Arrangements 10. Contingency Planning 11. Estimated Grades 12. Managing Invigilators 13. Malpractice 14. Exam Days – including procedures to verify the identity of all candidates 15. Candidates 16. Special Consideration 17. Dispatch of Scripts 18. Results and Certificates     * 18.1 Enquiries about results (EARs)     * 18.2 Access to Scripts (ATS)     * 18.3 Certificates 19. Monitoring and Review | |
| 1. **Non Examination Assessment Policy** | |
| Management of GCSE non-examination assessments policy | |
| 1. **Examinations Emergency Evacuation Policy** | |
| |  | | --- | | Policy for dealing with an emergency evacuation of the examination room | | * Policy document * Prompt Sheet and Notice of Evacuation | | |
| 1. **Word Processor Policy** | |
| |  | | --- | | Policy on the use of word processors  A statement detailing the criteria the centre uses to award and allocate word processors for examinations | |  | | |
| 1. **Complaints and Appeals** | |
| |  | | --- | | Complaints and appeals procedure | |  | | |
| 1. **Internal Appeals Procedures** | |
| Internal appeals procedures:   * relating to internal assessment decisions * to manage disputes when a candidate disagrees with a centre decision not to support a review of results or an appeal and the Appeal form | |
| 1. **Exam Access Arrangements** | |
| Policy for requesting, assessing and securing Exam Access Arrangements   * Outlining the steps taken from identification of need to implementation | |
| **Related Centre Policies** | |
| The following school policies are available to view via this link: <https://stockgrn.bham.sch.uk/about/school-policies/>  **The most up to date versions of our policies can be accessed via the following links:**  **Exams:**  <https://stockgrn.bham.sch.uk/students/exams/>  **Covid:**  <https://atlp.org.uk/covid-19/> | |
| 1. **Monitoring and Review** | |
| The head of centre is responsible for ensuring that all exams’ policies are reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.  References in this policy to AA and ICE relate to/are directly taken from the [Access Arrangements and Reasonable Adjustments 2021-2022](https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/)  and [Instructions for Conducting Examinations 2021-2022](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/) publications | |