

EXAMINATIONS POLICIES

Approved by: SGS Leadership Team

Date: September 2022

Review date: September 2022

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

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 2022-2023

1. Head of Centre Declaration

A copy of the head of centre's declaration for the academic year 2022-2023.

2. Examination Escalation and Contingency Policy

Examination contingency plan (which covers all aspects of exam administration and related task, including cyber attack).

This plan examines potential risks and issues that could cause disruption to the exams process at Stockland Green School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

3. Examination 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:
19. Monitoring and Review
20. Whistleblowing

4. Non Examination Assessment Policy
Management of GCSE non-examination assessments policy. NEA includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as 'NEA'. (JCQ's Instructions for conducting non-examination assessments , Foreword)
5. Examinations Emergency Evacuation Policy
Policy for dealing with an emergency evacuation of the examination room <ul style="list-style-type: none"> • Policy document • Prompt Sheet and Notice of Evacuation
6. Word Processor Policy
Policy on the use of word processors in exams. The use of a word processor in exams and assessments is an available access arrangement/ reasonable adjustment.
7. Complaints and Appeals
Complaints and appeals procedure for issues relating to any part of the examinations process.
8. Examinations Internal Appeals Procedures
Internal appeals procedures: <ul style="list-style-type: none"> • Internal assessment decisions (centre assessed marks) • Centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal • Centre decisions relating to access arrangements and special consideration Centre decisions relating to other administrative issues
9. Examinations Access Arrangements
Policy for requesting, assessing and securing Exam Access Arrangements <ul style="list-style-type: none"> • Outlining the steps taken from identification of need to implementation
10. Whistleblowing Policy (Exams)
Policy for Whistleblowing - specifically relating the exams process. This also links to the wider ATLP POLICY: https://atlp.org.uk/files/2021/12/Whistleblowing-Policy-2021-FINAL.pdf#atlp-whistleblowing-policy/
11. Equalities
This document is provided as an exams-specific supplement to the centre-wide equalities/disability/accessibility policy/plan https://stockgrn.bham.sch.uk/files/2022/01/SGS-Accessibility-Plan-2021-2024-2.pdf
12. Child Protection & Safeguarding (exams)
This document is provided as an exams-specific supplement to the centre-wide Safeguarding Plan https://stockgrn.bham.sch.uk/files/2022/11/Stockland-Green-Safeguarding-Policy-Final.pdf
13. Data Protection
This policy details how Stockland Green School, in relation to exams management and administration, ensures compliance with the regulations as set out by the Data Protection Act 2018 (DPA 2018) and UK General Data Protection Regulation (GDPR).
Related Centre Policies
School policies are available to view via this link: https://stockgrn.bham.sch.uk/about/school-policies/ Arthur Terry Learning Partnership Statutory policies are available to view via this link: Policies – The Arthur Terry Learning Partnership (atlp.org.uk) The most up to date versions of our exams policies can be accessed via the following links: https://stockgrn.bham.sch.uk/students/exams/
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, Reasonable Adjustments and Special Consideration - JCQ Joint Council for Qualifications and 'ICE' – Instructions for conducting examinations - JCQ Joint Council for Qualifications publications