

The logo for Ancora House School features three overlapping circles in shades of yellow and green. The text "ancora house school" is written in a bold, green, sans-serif font, with the circles positioned behind the letters "o", "u", and "o".

**ancora house school**

# **Ancora House School Exams Policy**

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The policy is next due for review on *September 2019*

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 *exams officer – Lauren Calver as well as Headteacher Sian Thomas*

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

## ***Exam responsibilities***

### **The headteacher:**

- has overall responsibility for the school 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 *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.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.

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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.

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- 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 process*.
- 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.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.
- A policy is in place on DBS clearance which satisfies current legislative requirements
- Liaises with entering centres to arrange for transfer of candidacy for exams
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**Subject Teachers** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / NEA 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 (SENDCo)** is responsible for:

- identification and arranging 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
- process 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.

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**Lead invigilator/invigilators** are responsible for:

- assisting the exams officer in 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.
- Reporting to exams officer in the event of malpractice

**Candidates** are responsible for:

- confirmation and signing of entries and NEA's
- 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.
- ensuring they write their name **exactly** as it appears on the attendance register and is their legal name

## ***Exam Timetables***

Once confirmed, the exams officer will circulate the exam timetables for *external exams* at a specified date before each series begins to the candidates and wider team including ward staff

## ***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 Headteacher

## ***Access arrangements***

The SENDCo and the Exams Officer 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 *Headteacher*.

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Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of *SENDCo and consultants*

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 & Headteacher*

## **Contingency planning**

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

The school has in place a system by which there is more than one member of staff trained to carry out the role of exams officer. The school has a close working relationship with The Bridge Short Stay School which has an examinations officer who can be called upon to provide assistance in the event of the absence of school examination office staff.

## **Estimated grades**

*Subject Teachers* are responsible for submitting estimated grades to the exams officer when requested by the exams officer, to be logged on the MIS system.

## **Managing invigilators**

External staff will not be used to invigilate examinations.

These invigilators will be used for *external exams*.

## **Malpractice**

The head of centre in consultation with *exams officer* is responsible for investigating suspected malpractice. The lead invigilator is responsible for dealing with malpractice within the exam room, ensuring the impact on other candidates is minimised.

## **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 exams officer is responsible for setting up the allocated rooms.

The *invigilator* will start and finish all exams in accordance with JCQ guidelines, as well as check the front of the papers prior to them being opened.



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. All candidates are in-patients at the unit, and therefore can be easily identified by all invigilators (as they are internal staff) and the exams officer.

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. Surplus papers will be distributed to heads of department **24 hours after** the published start time of the exam **if** the completed papers have been picked up by parcel force. Surplus papers will not be circulated until the completed scripts are offsite.

### ***Late Arrivals***

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines. It is the Candidates responsibility to arrive on time for all examinations; Candidates must aim to arrive at the exam centre 15minutes before their examination is due to start. Candidates, who arrive late for examinations will be given the full time to sit the exam. JCQ regulations (Page 38 ICE Booklet) will be followed when a Candidate arrives **very late** (More than 1 hour after the published start time of an exam that lasts an hour or more or after the published start time of an exam that lasts under an hour). If a candidate arrives very late they may be allowed to sit the exam however the board may decide not to mark it, which the candidate must be aware of, EO must complete various paper work stated in the ICE booklet in these instances.

### ***Candidates***

The exams officer will provide written information to candidates in advance of each exam series.

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 *centre staff*



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

The *exams officer* with the assistance of SLT is responsible for handling late or absent candidates on exam day.

## **Identifying candidates**

Ancora House is a Tier 4 CAMHS in-patient setting, only young people who have been admitted onto the ward and are present during exam season, come up to education and sit examinations in our centre. All of our invigilators are teachers at Ancora House School, this makes candidates easy to identify on exam days as they are known to myself and the teaching staff. If a candidate arrived late/ mid-way through the exam season, we would identify the candidate by liaising with the NHS team and their clerking documents to confirm their identity prior to them sitting exams at the centre.

## ***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 7 days of the exam.

The exams officer from the home school will make a special consideration application to the relevant awarding body within 7 days of the exam, the maximum allowance given will be 5% of the component concerned, including controlled assessments. If a candidate has been entered by AHS the exams officer will make the special consideration application and provide necessary supporting evidence.

Special Consideration can only be applied for if the minimum requirements of the course have been met, GCSE: (25% as of summer 2017) of the total assessment must be completed. However, an exception will be made for those GCSE specifications originally designed to operate as modular assessments. This is in recognition of the fact that the current terminal requirements were not in place when these qualifications were first developed. All applications for special consideration must be submitted within 7 days of the last exam the candidate has sat in that subject (e.g. Special con for Maths paper 1 must be submitted no later than 7 days after Maths paper 3 has been sat).

## **Results**

Candidates will receive individual results slips on results days from the school where the entries were made. If AHS has made the entry, the candidate will collect the results slip from AHS office on results day, alternatively if they have been discharged, a copy of 'statement of results' will be posted out to their address. These arrangements will be organised by the exams officer with the candidate prior to their discharge.

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

EARs will need to be referred to the entering school where appropriate, for our own entries candidates who have not achieved the grade(s) that were expected of them may wish to pursue an enquiry about results. Ancora House School will pursue this on behalf of a single candidate or a whole cohort. It is imperative the candidate provides written permission to the school before a request for clerical re-checks or a post-results review of marking is processed. For more detail please see EAR Policy.

## ***Certificates***

Candidates will receive their certificates from the entering centre, in the event we make the entries candidates will receive their certificates by post if they have been discharged from the unit, or if they are still at Ancora House, they will be given to them in person.

Head of centre

Exams officer

Sian Thomas

Lauren Calver

Date

21/09/2019