

# SupaJam Examinations Policy

August 2020

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**NB** This exams policy is based on Orchards Academy's own Examinations Policy due to being part of their exams centre for our public exams.

## 1. Exam responsibilities

### The Functional Skills & GCSE Manager

Co-ordinates with Orchards' Exams Officer for public exams (who arranges the full administration of public exams). The Functional Skills & GCSE Manager manages the administration of public and internal exams at SupaJam.

The Functional Skills & GCSE Manager:

- Advises SLT, subject teachers and other relevant support staff on annual exam timetables and application procedures set by exam boards.
- Distributes to staff and candidates the examination dates and will be involved in communicating relevant deadlines.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them, through phone calls, letters home and the college website.
- Consults with teachers to ensure necessary assessments are completed on time in accordance with JCQ guidelines.
- Provides and confirms data with Orchards Academy Exams Officer.
- Manages the exam timetable within SupaJam.
- Organises and monitors a team of exam invigilators responsible for the conduct of exams.
- Identifies access arrangements and special considerations of candidates within SupaJam, using *JCQ Access Arrangements and Special Considerations regulations and guidance*, who are eligible for adjustments in examinations.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Provides full controlled assessment guideline information provided by JCQ to all teaching staff.
- Arranges the distribution of exam results and certificates to candidates and forwards - in consultation with SLT - any appeals/ re-mark requests.
- Organises mock exams and controlled assessments.
- Ensures that controlled assessments are carried out within JCQ's guidelines.
- Ensures guidance is provided for students regarding the exams.

### Lead Invigilator/Invigilators' Role:

- Setting up exam venues
- Collection of signs from Functional Skills & GCSE Manager
- Clear instructions to candidates before the start of exams
- To make sure all guidelines are met according to the JCQ regulations
- Collections of all exam papers in the correct order at the end of the exam and their return to the exams office

### **Candidates' Role:**

- Understanding controlled assessment regulations and signing a declaration that authenticates work as their own.
- Checking the exam dates and times given, turning up to examinations on time.
- Ensuring they bring the correct equipment to their examinations.
- Making SupaJam aware of any special considerations or additional support needed, in time for SupaJam to complete the necessary steps to ensure these are in place for the exam.

### **2. Qualifications Offered**

The qualifications offered at this centre are decided by the Senior Leadership Team.

The qualifications offered are either GCSE or Functional Skills for both Maths and English. The subjects offered for these qualifications may be found on SupaJam's website.

### **3. Exam seasons and timetables**

#### **Exam Season**

Controlled assessments are scheduled throughout the academic year.

On Screen exams (NCFE) are on demand by Functional Skills Teachers for candidates who are ready to sit the assessment, and dates for these external exams will be decided by the Functional Skills department and circulated.

All internal exams are held under external exam conditions and managed by the Functional Skills & GCSE Manager.

The exam series to be used in centre will be decided by the Functional Skills & GCSE Manager, Teachers and Senior Leadership Team.

#### **Timetables**

The Functional Skills & GCSE Manager will circulate exam dates and timetables for the external exams.

### **4. Entries, entry details, late entries and retakes**

#### **Entries**

Candidates are selected for their exam entries by the subject teachers.

A candidate or parent/carer can discuss a subject (Maths/English) entry, change of level or withdrawal.

#### **Late Entries**

Entry deadlines for GCSE are circulated by the Orchards Exams Officer to the Functional Skills & GCSE Manager and must be adhered to.

Late entries must be authorised by the Orchards Exams Officer and SupaJam SLT. Any late fees incurred will be charged if a decision is made to include the candidate in the exam.

#### **Retakes**

Retakes will be at the discretion of the subject teacher, Functional Skills & GCSE Manager and SLT.

## **5. Exam fees**

GCSE/NCFE initial registration and entry exam fees are paid by the centre. No charge will be made for the first attempt of the examination for which they have been prepared by SupaJam.

Retake fees for first and any subsequent retakes are paid by centre if we think candidates should retake.

Late entry or amendment fees must be discussed with Examinations officer, Functional Skills & GCSE Manager and SLT.

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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary requirements, by instruction from SLT.

Students who have sat exams and are no longer on roll with SupaJam may be asked for the remark fee to be partially or entirely reimbursed.

## **6. The Disability Discrimination Act (DDA), special needs and access arrangements**

### **DDA**

The Disability Discrimination Act extends the application of the DDA to general qualifications. All centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Special needs**

A candidate's special needs requirements are determined by the SEN Co-ordinator, Director of SEN and the SEN (formerly EHCP) Manager.

The SENCo and/or Director of SEN and/or SEN Manager will inform the Functional Skills and GCSE Manager of any requirements a candidate should need when taking examinations.

## **7. Managing invigilators and exam days**

### **Managing Invigilators**

Internal invigilators will be used for exam supervision. Internal invigilators will be SupaJam staff who are trained by the Orchard's Academy Exams Officer.

Invigilators should not be those who have taught the required subject of the examination.

Invigilators will be timetabled by the Functional Skills & GCSE Manager and briefed by the Exams Officer.

### **Exam Days**

The Functional Skills & GCSE Manager will book all exam rooms after liaising with other users and will make exam stationary and materials available for the invigilators. The exam papers will be made available by the Exams Officer.

The Functional Skills & GCSE Manager is responsible for ensuring the set up of the allocated rooms.

SLT or subject staff need to be present at the start of the exam to assist with identification of candidates.

Teachers are welcome to wish the candidates good luck at the start of the exam and must leave the exam venue before the examination begins.

## **8. Candidates and special consideration**

### **Candidates**

The centre's public rules on acceptable dress, behaviour and any candidate's use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no responsibility or liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an invigilator or the Exams Officer (or Functional Skills & GCSE Manager) must accompany them.

Reception is responsible for calling candidates who are late for their exams, or do not turn up at all.

### **Special Consideration**

Should the candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, they must alert the centre and the exam invigilator immediately.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example as a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **9. Appeals against internal assessments**

Appeals against internal assessments should be made if they feel that their coursework has been unfairly assessed, inconsistently marked or feedback and/or grades given is not in accordance with the specifications of the qualification.

- Should a student feel they have any concerns about the procedures used in assessing their internally assessed work, they should in the first instance try to discuss and resolve the issue with their teacher. report the matter to the Functional Skills Manager.
- Should they not be able to resolve the issue with their teacher or feel dissatisfied with the process in any way, they should communicate their concerns to the Functional Skills and GCSE Manager either in person or via email. This concern will be documented.
- The Functional Skills and GCSE Manager will then decide on the appropriate procedure to follow in accordance with SupaJam's own Appeals Procedure and the awarding body's Appeals Procedure.
- Findings will be notified in writing and copied to the Senior Leadership Team and recorded for awarding body inspection.
- If the matter remains unresolved, SupaJam invites the student to contact the awarding body and make use of their external appeals procedure.

NCFE's Regulations for the Conduct of Controlled Assessment states:

- "The work you submit for the assessment must be your own"
- "You must not copy from someone else or allow another candidate to copy from you"
- "If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice"
- Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken. The student, parent or carer of a student has the right to appeal against any decisions to Reject to a candidate's internally assessed work on grounds of malpractice.

The college has published a Student Complaints and Appeals Policy, which will be followed in the event of an appeal or complaint. This policy can be found on the SupaJam website [semmuk.com](http://semmuk.com).

## **10. Results, enquiries about results and access to scripts**

### **Results**

Candidates are invited either to attend the centre to receive their results in person, or have their results posted to their home addresses.

Arrangements for the college to be open on results days are made by SLT.

The provision of staff on results days will be the responsibility of SLT.

### **Enquiries about results (EARs)**

Enquiries may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidates permission must be requested and signed for. In the instance that a centre enquires about results and requests a re-mark, the centre will accept the charge.

Where a student requests an enquiry about their results and subsequently asks for their paper be remarked, the student will be responsible for the charge. The fee is decided by the examining body and this information will be provided to the student and their guardians by the Functional Skills and GCSE Manager.

### **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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

GCSE re-marks cannot be applied for once a script has been returned.

## **10. Certificates**

Certificates are collected and signed for by Orchards Academy's Exams Officer.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so (with the Functional Skills and GCSE Manager either by phone or email).

The centre will retain copies of certificates for 3 years, but original copies will be sent to the most recent address given by students on the data system if they are not collected in

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person. It is the student's responsibility to ensure SupaJam has their up-to-date contact details including their home address.