



Ash Villa School

**EXAMINATIONS
POLICY**

ASH VILLA SCHOOL EXAMINATIONS POLICY

POLICY REVIEW DATE AND CONTACT

This policy is due for review: Spring Term 2018/19

Member of staff responsible for policy: Mr Leigh Bentley

Approved by the school's Governing Body:

Signed:  (Chair of Governors)

Signed:  (Headteacher)

Date: 10.5.18

AIM

The aim of this policy is to provide information on the procedures involved at Ash Villa School that allow students to sit examinations. It has been written by the Examination Officer.

RESPONSIBILITIES

The Examination Officer is responsible for:

- Checking all students' exam entries are correct and that timetables of examinations do not include clashes.
- Ensuring invigilation is provided for all examinations.
- Monitoring the safe storage and return of examination papers.
- Ensuring that invigilators are fully aware of examination procedures at Ash Villa School.
- Liaising with students mainstream educational establishments to ensure candidacy is transferred, or access arrangements are put in place, to allow students to sit their exams at Ash Villa School.

- Entering students for exams should they be without a mainstream education provider.
- Ensuring students are fully aware of the procedures for examinations at Ash Villa School.
- Ensuring that the rooms used for examinations has the correct information on display and that invigilators have the necessary materials required.

ENTRIES

Ash Villa School is a registered examination centre and, as such, can enter students itself to sit examinations. This does occur, although more often students' candidacy will be transferred to Ash Villa if it is felt that they will not be able to sit the exam at their mainstream establishment.

DISABILITY including ASSESSMENT FOR ACCESS ARRANGEMENTS

As Ash Villa School is a special hospital school students are usually transferred candidates. Some sit their examinations at the school under the arrangements of the most recent version of the JCQ publication: Access Arrangements and Reasonable Adjustments. Therefore access arrangements are usually the responsibility of, and the process carried out by, their main educational provider.

On the extremely rare occasions that a student is entered by the school, (at the time of writing the last occasion for GCSE or iGCSE was 2008), the school's SENCo would liaise with suitably qualified medical staff on the Inpatient Unit regarding assessment or, if this is not suitable, liaise with the Educational Psychology Service/Additional Needs department of the Local Authority for advice. The SENCo will ensure that assessor(s) are appropriately qualified as required by JCQ regulations and have provided evidence of their qualifications, which will be retained on file for inspection purposes.

The school's examination officer is responsible for ensuring that the assessment process is administered correctly according to the most recent version of the JCQ publication: Access Arrangements and Reasonable Adjustments. Ash Villa School is committed to ensuring that all students who have disabilities under the Equality Act 2010 are able to access examinations without issue.

In line with the JCQ publication: Instructions for Conducting Examinations, a roving invigilator is timetabled for all examinations where a candidate is sitting an examination on a one-to-one basis and the invigilator is additionally acting as a practical assistant, a reader and/or a scribe. Wherever practical, as good practice, Ash Villa School will also timetable a roving invigilator for all examinations where the candidate is sitting the examination as the sole candidate.

The Examination Officer will ensure requests for special consideration are requested in accordance with JCQ publication A Guide to the Special Consideration Process and ensure these are despatched to the main educational provider or awarding body as appropriate.

Separate Invigilation will be considered by the Exams Officer against the criteria detailed in JCQ publication Access Arrangements and Reasonable Adjustments section 5.16.

IDENTIFICATION OF CANDIDATES

Only inpatients of the Ash Villa Child and Adolescent Inpatient Unit are able to sit examinations at the school, therefore all students are known to school staff acting as invigilators prior to the examination taking place.

EXAMINATION PROCEDURE

All examinations will take place within the allowed times of the stated date and time published unless alternative arrangements have been agreed between the examination board and school.

No exam papers will be removed from the exam room before the end of an examination session.

All exam papers will be counted out and in by the invigilator.

All exam papers will be stored securely in a locked safe at Ash Villa School until collected by Parcel Force as arranged prior to the examination.

Sealed papers will be opened at the start of an exam only. An additional member of school staff will be present with the examination officer to check the correct question paper packets are opened.

Water bottles clear of labels are allowed in the examination room. If a candidate does not have a bottle but requires a drink then this will be provided by the invigilator in a clear cup. Food is not allowed in the examination room unless to meet a medical need. In this case the food should be in a clear bag and inspected by the invigilator prior to the examination.

Where a candidate requires a computer reader or a question paper on coloured/enlarged paper (and approval has been granted by Access arrangements for the arrangement) centres are permitted to open the question paper packet in the secure room within 90 minutes of the published starting time for the examination.

A plan of candidates seating positions for each exam and an attendance register will be completed by the invigilator and retained on file at Ash Villa School.

For students sitting examinations as transferred candidates their mainstream schools will retain responsibility for invigilation, completion of paperwork and secure transport/storage of examination papers. Ash Villa School will provide a suitable room for the examination. When this proves impractical, for example, distance of school to Ash Villa then Ash Villa School staff will act as invigilators and the examinations officer will oversee arrangements, paperwork and storage/despatch of examination papers.

For Functional Skills exams the storage of papers for Level 1 and 2 exams will be as detailed above. The completed exams will be sent in official packaging and a proof of postage obtained. For Entry Level exams stored via Edexcel online they will only be downloaded on the arranged day of exam and stored in the safe for the duration of that current academic year.

Candidates must be instructed to write their name exactly as it appears on the attendance register.

When collecting scripts invigilators must check that the names on the scripts match exactly the details on the attendance register.

In order to maintain the integrity of the examination paper, for exams of over one hour, students will remain in the examination room until one hour after the official start date of the examination. If the student's medical needs require them to leave the room before the hour has expired they will remain under supervision of teaching or medical staff, without access to any devices that enable communication and/or interactions with other students at Ash Villa taking the same examination. For examinations of under one hour students may leave the examination room but the same conditions remain in place until the examination has concluded.

The allocation of word processors for candidates is in accordance with the following of procedures in Adjustments for candidates with disabilities and learning difficulties (AA 4.2.1 to 4.2.5). The use of word processors is in accordance with AA 5.8.1 to 5.8.4. Ash Villa School complies with ICE 8.8 and will ensure that candidates using word processors are seated so that they do not overlook other candidates. At the start of each examination the exams officer will provide the invigilator with a copy of JCQ Form 4 for any candidate using a word processor in that exam.

Candidates arriving late will be allowed to sit the exam and the centre will then follow the procedures detailed in JCQ ICE Section 14.

Candidates who are absent from the examination will be marked accordingly on the Attendance Register which will then be sent to the Examiner.

In the event of behaviour from a candidate that is disrupting the exam the following procedure will take place. Initially the invigilator will warn the candidate, if the behaviour continues then the Exams Officer will be called and will issue a warning. If the behaviour continues and is disrupting other candidates then the candidate will be removed. If removal occurs the candidate will, wherever possible, be given the opportunity to complete the examination in a different room. At the end of the examination procedures for informing the Awarding Body will be followed by the Examination Officer.

COURSEWORK

The relevant subject teacher will liaise with the students' mainstream school to ensure that they have the required coursework for that subject. Upon completion the teacher will also ensure that suitable and secure arrangements are made for the mainstream school to receive the original piece of coursework (please refer to the school's Non-Examination Assessment Policy for further details).

STORAGE

Upon receipt of examination papers and documents (for example attendance registers) the materials are signed in and stored in the safe located in the examination storage room in Classroom 3. A record of materials received is stored in the main school office. Question paper packets will be signed in, checked and stored by the Exams Officer. If the Exams Officer is not available the Teacher-in-Charge or School Administrator will sign the packets in and lock them in the centre's secure storage facility until the Exams Officer can check the contents. Completed examination papers are sent to the relevant examination boards on the day of, or following, the examination via the Parcel Force examination collection system.

DATA PROTECTION

Ash Villa School complies with the regulations set out by the Data Protection act, from 25 May 2018, the General Data Protection Regulations. Data collected and shared by the examination officer is done so following the 'data protection principles'. Information relating to examinations is shared with awarding bodies, JCQ and the main educational establishment of the student. It can be shared in hard copy or electronically (email or secure site).

Candidates are informed of how their data may be collected, shared and held through the JCQ privacy notice which is provided prior to commencing examinations at Ash Villa School.

An audit of data, including use, sharing, storage, management (e.g. passwords/encryption), retention and disposal is kept by Ash Villa School. This also includes a risk register.

In the event of a data breach being identified Ash Villa School would liaise with Ark IT, who act as the school's Data Protection Officer, with steps being followed in relation to containment and recovery, assessment of ongoing risk, notification of breach and an evaluation and response.

Examination papers will be released to centre staff after the published finish time or when all candidates at the centre have completed the examination (whichever is later). Examination results will be retained by the school for a period of 6 years from the end

of the current school year. Information relating to students and specific examinations will be retained on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Certificates received after a student has been discharged will be posted to the address held on file at discharge. They will require signing for upon receipt with a return address on the envelope in case the student has moved.

Requests for information from current or former candidates will be processed with in accordance to the steps detailed in the school's Data Protection Policy.

MISCONDUCT

This should be reported by the invigilator to the examination officer in the first instance, who will then liaise with the Headteacher and decide what action to take in line with the JCQ guidance. This applies to students entered by Ash Villa School and transferred candidates.

INVIGILATORS

It is the responsibility of the examination officer at Ash Villa School to ensure an invigilator is assigned for each examination taking place. For exams of longer duration two invigilators may need to be allocated.

All invigilators receive annual training to ensure they are aware of procedures and changes to JCQ guidance. Details of this is retained on file until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Invigilators are provided with an Invigilators pack ahead of each exam which includes the booklet Instructions for Conducting Examinations.

All invigilators must have DBS clearance. All school staff hold this. For further information on DBS please refer to the Ash Villa School DBS policy.

The teacher with responsibility for the subject being examined cannot act as invigilator during the examination.

RESULTS

Results are available from the day notified by the awarding body only. Results will be sent to the student's mainstream school or to Ash Villa depending on each candidate's circumstances of entry. If results are received by Ash Villa School the examinations officer will inform the student as arranged prior to the examinations, i.e. by telephone or post.

COMPLAINTS AND APPEALS

Ash Villa School complies with JCQ's General Regulations for Approved Centres section 5.7 relating to complaints and appeals. A candidate may make a complaint based on the following (not exhaustive) grounds:

Teaching and Learning, including for example quality, pre-release material/set task not provided and taking of assessment not in accordance with JCQ/awarding body instructions.

Access Arrangements, including for example a candidate not being assessed, not informed of arrangements in place, information not appropriately adapted for a candidate to access, adapted equipment failing during an examination or assessment and approved arrangements not put in place.

Entries, including for example failure to enter or incorrect entry.

Conducting examinations including for example, failure to brief candidates on timetable/regulations, inappropriate examination room, inadequate invigilation, disruption during exam/assessment and possible malpractice not investigated/reported.

Results, including for example, candidates unhappy with a result, candidates not aware of post-results services and not having access to a member of senior staff after the publication of results.

Please refer to the school's Complaints Policy for the process of making a complaint, including a formal complaint.

Ash Villa School will follow the JCQ documents Post-Results Service Section 5 and A Guide to the Awarding Bodies' Appeals Process relating to appeals about results.

ENQUIRIES ABOUT RESULTS

Requests for enquiries about results can only be made through the school's Exams Officer and must be received by the school no later than 21 days after the publication of GCSE results, or 6 days after the publication of GCE results if an A Level Candidate's place in higher education is dependent on the outcome.

Ash Villa School will follow the procedures of JCQ document Post-Results Service Section 4 relating to services available following an enquiry about results.

ACCESS TO SCRIPTS

Ash Villa School will follow the procedures of JCQ document Post-Results Service Section 6 relating to processes for access to scripts.

EMERGENCY EVACUATION PROCEDURES

All invigilators are made aware of paragraph 18 of the Instructions for Conducting Examinations.

In the event of an emergency the invigilator will take the following action:

- Stop the candidates from writing.
- Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room. Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Make a note of the time to the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

In the event of a Lockdown being implemented, the invigilator will be informed by the Head of Centre. The examination will continue. If the Lockdown is still in place at the end of the examination the Head of Centre, or a delegated member of staff, will enter the exam room and inform the Invigilator. Papers will be collected in the usual way. All staff and candidates will remain in the examination room until the end of the Lockdown.

