

# Exams Policy

Dorset Studio School



**Dorset**  
Studio School  

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LAND & ENVIRONMENT

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## 1. Introduction and aims

Our 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 (JCQ) and awarding bodies

## 2. Roles and responsibilities

### 2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

### 2.2 Head of centre

The head of centre:

- › Has overall responsibility for the school as an exams centre
- › Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Paul Green

### 2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- › Manage the administration of internal and external exams
- › Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- › Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- › Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- › Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- › Provide and confirm detailed data on estimated entries
- › Maintain systems and processes to support the timely entry of candidates for their exams
- › Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- › Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- › Identify and manage exam timetable clashes
- › Account for income and expenditures relating to all exam costs/charges
- › Line manage the lead exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams

- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

Our exams officer is Lisa Ramsden

## 2.4 Heads of subject

Heads of subject are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

## 2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of subject and/or the exams officer

## 2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

Our SENCO is Eleanor Parker and Natasha Sibley

## 2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam, performing the Second pair or eyes check
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

Our lead invigilator is nominated at the beginning of an exam series.

## 2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

### **3. Qualifications offered**

Head of centre/SLT decides the qualifications we offer.

We offer the following types of qualifications:

- GCSE, BTEC and C&G Vocational

The subjects offered for these qualifications in any school year may be found in our prospectus.

If there will be a change to a specification for the next year, the exams office must be informed by Mid July

The specification is the actual content/syllabus of the exam (as opposed to qualification type or subject). For instance, switching from OCR to AQA for English.

Informing the exams office of changes to a specification is the responsibility SLT or heads of subject.

Decisions on whether a candidate should be entered for a particular subject will be taken by head of subject in consultation with SLT, teachers and the SENCO].

### **4. Exam series**

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

- Nov/Dec - GCSE English Literature & Language, Maths, Geography and Science, C&G Land Based Studies, BTEC Travel & Tourism
- March - - C&G Land Base Studies, BTEC Travel & Tourism

External exams and assessments are scheduled in the following exam series:

- June C&G Land Based Studies, BTEC Travel & Tourism, BTEC Animal Care

Internal exams are held under external exam conditions.

The head of centre/SLT decide which exam series are used in the centre.

The centre does not offer assessments on an on-demand basis.

### **5. Exam timetables**

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

### **6. Entries (including entry details and late entries)**

Candidates or parents/carers cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of subject via email and briefing meetings.

Heads of subject will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the exams officer.

## 6.1 Re-sits

We allow re-sits for the following types of qualifications:

Delete as appropriate:

- BTECs
- C&G Technicals

We do not allow re-sits for the following types of qualifications:

Delete as appropriate:

- GCSEs

Re-sit decisions will be made by heads of subject in consultation with the exams officer.

## 7. Exam fees

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.

The exams officer will publish the deadline for actions well in advance of each exams series.

The School **may** charge for:

- A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal

Candidates may be charged for the following:

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSEs BTECs C&G Technicals	<ul style="list-style-type: none"><li>➤ Re-sits at parents' request</li><li>➤ Missed exams (without medical or other extenuating circumstances)</li></ul>	<ul style="list-style-type: none"><li>➤ Entries and re-sits: £30</li><li>➤ Missed exams: dependent on charges levied by the exam board</li></ul>

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the exams officer.

## 8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the head of centre, exams officer and the SENCO.

## 9. Access Arrangements

The SENCO 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 SENCO as per 2.6 above.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO and teachers.

Room arrangements for candidates using access arrangements will be organised by the exams officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the exams officer and lead invigilator.

## 10. Contingency planning

Contingency planning for exams administration is the responsibility of the head of centre and exams officer.

Contingency plans are available via email, briefing meetings, school intranet and are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

## 11. Estimated grades

Heads of subject or teachers are responsible for submitting estimated grades to the exams officer when requested.

## 12. Managing invigilators

External staff will be used to invigilate examinations. On occasion, internal staff may be used in line with JCQ regulations.

These invigilators will be used for internal exams and or external exams.

All schools continue with:

Recruitment of invigilators is the responsibility of the exams officer and lead invigilator.

If invigilators require Disclosure and Barring Service (DBS) checks, the exams officer and the business manager are responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the school business manager.

Invigilators are recruited, timetabled, trained and briefed by the head of centre, the exams officer and the lead invigilator.

## 13. Malpractice & Artificial intelligence

### 13.1 Malpractice

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

The head of centre will inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation

Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. The form is available as an Appendix to this document

Form JCQ/M2 and JCQ/M3 will be used following a suspected incident of centre staff malpractice. These forms are available as an Appendix to this document

The JCQ checklist for suspected malpractice/maladministration will be used to ensure all information has been gathered before submission. This form is available as an appendix to this document.

### **13.2 Artificial Intelligence**

Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions

Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action in line with document **JCQ AI-Use-in-Assessments (Feb24)**

### **13.3 Preventing AI misuse**

AI misuse, in that it involves a student submitting work for qualification assessments which is not their own, is a form of plagiarism.

To prevent misuse, the centre will

- a) Restrict access to online AI tools on centre devices and networks
- b) Access to the internet is disabled on all devices used for exams
- c) Set reasonable deadlines for submission of work and providing reminders
- d) Provide activities in the classroom that use the level of knowledge/understanding achieved during the course so that the teacher can be confident that the assignment work produced by the student is consistent with their level of knowledge and vocabulary

## **14. Exam days**

The exams officer will:

- › Book all exam rooms (after liaising with other relevant users)
- › Make question papers, exam stationary and materials available for the invigilator

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements 5 days in advance.

The invigilators and the exams officer will start and finish all exams in accordance with [JCQ guidelines](#).

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.

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. Papers will be distributed to heads of subject in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators and school support staff.



## 15. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the invigilators or heads of subject.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept 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 stationary list, or the specification for that subject.

This is particularly true of mobile phones, headphones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the 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 exams officer.

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

The exams officer is responsible for handling late or absent candidates on exam day.

### 15.1 Clash candidates

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

## 16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer or the head of centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

## 17. Internal assessment

It is the duty of heads of subject to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams officer by heads of subject or teachers. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

## 18. Results and certificates

Candidates will receive individual results slips on results days, in person at school or post delivery.

The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made by the exams officer and relevant site staff. The provision of the necessary staff on results days is the responsibility of the exams officer and the head of centre.

Dates of results days each year will be publicised for all candidates through the school website/information letters home.

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

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

All decisions about whether to make an application for an EAR will be made by heads of subject.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the exams officer or head of centre, following the JCQ guidance.

### **18.2 Access to scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 days of the receipt of results.

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

Applications for EARs cannot be submitted once an original script has been returned.

the exams officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the centre.

## **19. Monitoring and review**

The head of centre is responsible for ensuring that this policy is reviewed every 3 years unless there are changes to:

- The exams system
- JCQ guidance
- Our curriculum offer

## **20. Escalation Process**

### **Before, During and After examinations**

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to Jason Malone, Vice Principal

## **21. Procedure to Identify the identity of all candidates**

Candidates will be identified through the photograph on their desk card.

Seating plans will be provided for exam rooms according to JCQ and awarding body requirements. Candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded

## 22. Whistleblowing Policy

If a member of centre staff involved in the management, administration and/or conducting of examinations (such as exams officer, exams assistant or invigilator), a student or a member of the public (such as a parent/carer) has a concern or reason to believe that malpractice has or will occur in an examination or assessment, concerns should normally be raised initially with Karen Wisken, Assistant Principal

If the individual does not feel safe raising the issue/reporting malpractice within the centre, or they have done so and are concerned that no action has been taken, that individual may consider making their disclosure to a malpractice expert at the awarding body for the qualification where malpractice is suspected.

## 23. Conflict of Interest (COI)

The COI log, which is stored in the Examination Policy Folder, will be completed for every conflict of interest.

COI declared to relevant awarding body before the published deadline for entries (for each affected examination series)

The following measure will be taken in these circumstances

Conflict of interest (COI)	Measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected
Teaching and preparing a member of family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for a qualification(s) which includes an internally assessed component/unit	<ul style="list-style-type: none"> <li>• make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate</li> <li>• ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed component/unit</li> <li>• ensure the marked work will be submitted for moderation whether or not it is part of the moderation sample</li> </ul>
A member of exams office staff and has a member of family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments at this centre or another centre	<ul style="list-style-type: none"> <li>• ensure that the member of exams office staff does not have unaccompanied access to confidential examination materials (for example, question papers, pre-release materials, answer scripts etc.</li> <li>• ensure that another person is present for particular administrative arrangements relating to the candidate's exams/assessments</li> </ul>

## 24. Qualifications of assessors

The qualification of assessors is checked via the submission of the appropriate certification. Copies of certification for all assessors can be found as an appendix to this document

## 25. Alternative Examination Centre

On occasion it may be necessary to offer examinations for pupils outside of the centre. When this happens, JCQ will be informed via CAP of the alternative site. All other requirements for conducting examinations as outlined in the JCQ publication Information for Conducting Examinations will be adhered to.