

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.

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Ancora House School Exams Policy

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The policy is next due for review on *September 2023*

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

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*.
- Is responsible for all staff complying with the regulations set out in the ICE booklet

Exams officer¹:

- 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.

¹ 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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- 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.
- 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.
- ensures 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
- Ensures there is a procedure in place in the event the head teacher is suspected of malpractice or maladministration in relation to exams

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.
- Liaising with the home school of transferred candidates to ensure coursework elements are completed on time and the correct specifications are followed

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

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- 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.
- providing additional evidence to support access arrangements such as a detailed picture of need and examples of normal way of working

Lead invigilator/invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- checking the exam paper is correct with the exams officer prior to exam papers being opened
- completing the attendance register before the end of the examination
- completing and signing the seating plan once they have checked it is correct
- completing the exam incident log when necessary
- 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
- ensuring they check they have completed the front of their paper correctly before handing it in

Handling and securing electronic exam materials

In the event that examination papers or materials are received electronically, the handling and disposing of these is the responsibility of the exams officer. In the event the exams officer is absent or unable to facilitate the above, the other exam key holders (Business manager and Deputy Head) have the authority and responsibility to take on this role.

In order to keep electronic exam materials secure, they will be emailed to named email accounts or securely downloaded from the awarding bodies portals. The files will be accessed and printed as soon as possible; the hard copy will then be secured in an envelope in the secure storage – all electronic copies will be deleted from all areas of the exams officer's computer.

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The materials will only be printed and used for the candidate whom it is intended, the designated staff member who receives the materials, accepts responsibility for maintaining its security.

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*.

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

In the event that invigilators are hired and our own staff aren't used, the Exams Officer and the Headteacher will have responsibility for ensuring an appropriate and qualified person is hired for the role. The invigilator will report to the Exams Officer who will ensure they are appropriately trained.

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. Any malpractice is dealt with in accordance to JCQ guidelines and is reported to the relevant awarding body. In the event of suspected malpractice, written statements will be gathered from the candidate and the invigilator, these will be submitted to the awarding body in addition to a statement from the exams officer, and the centre will then await a decision from the awarding body. In the event of suspected maladministration, the awarding body will be informed and the individual will be dealt with by the EO and SLT, a report will be written and submitted to the awarding body to ensure that candidates will not be disadvantaged due to this. In order to mitigate risks of malpractice during the allocation of CAG's during the 2021 summer exam season or any subsequent series affected by a pandemic, staff will receive appropriate training on how to make objective judgements to appropriately assess a student's work. Ancora House School will ensure diligent moderation of grades and the final judgement on the grading will be made in collaboration with the entering centre, to ensure that a fair and accurate grade is given.

Conflict of Interest

Ancora House School adheres to guidelines set out by each awarding body in relation to staff conflict of interest. Centre staff must inform the EO if they have a child/family member or close connection with a child/family member who is completing examinations at any examination centre including ours within that series. All centre staff must inform the EO if they have marked or been involved in the internal standardisation of the work of their own child, if they have access to the content of confidential non-examination materials which could benefit their child in their own or another centre e.g. assessments taken over a period of time, or assessment materials which are allowed to be opened for checking such as DVDs prior to the assessment date. The EO will request staff report any conflicts of interest to her before the start of the exam series so that information can be passed to the individual boards as per their requirements. The



EO will report conflicts of interest to the boards when necessary as well as record these internally where reporting to the boards is not required.

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 will prohibit entry of unauthorised staff members to the room when electronic copies of papers, or copies of papers onto coloured paper are being printed.

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.

Senior staff members may be present at the start of the exam, to assist with identification of candidates and behaviour management. 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 publish 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.

There will be no food permitted in the exam room, water may be consumed in a clear cup/bottle. In the event that the student is under the Eating Disorder programme, snacks may be consumed in the exam room, during a break, supervised under exam conditions by the invigilator – it is preferred that the candidate exits the exam room to do this.



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 15 minutes 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 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 will be made aware of, EO must complete the designated paper work stated in the ICE booklet in these instances.

Candidates

The exams officer will provide written information to all entered 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*

As a rule, we do not allow food or drink in the exam room, there will be a water jug and clear plastic cups in the room on hot days should candidates require refreshment. In the event a candidate requires food or drink items to enter the exam room, they must be free from packaging including labels, and placed in a transparent container.

Candidates must not communicate with each other once they enter the exam room, as they are under exam conditions, candidates must not open their question papers until they are instructed to do so.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times, the exam paper must also be supervised 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. In the event that outside invigilators are employed for an exam series, a member of the school staff will be present at the beginning of the exams to confirm the students identities when they are entering the exam room

Additional measures in light of Covid 19

In light of the Covid 19 pandemic, in line with JCQ guidance, any candidate who appears to be suffering from an infectious or contagious disease will sit their examination separately to other candidates. The script will be kept separately and the exams officer will await instruction from the awarding body about dispatch of the candidate's script. In order to encourage independence and minimise side by side working, the school will consider the use of technology to carry out an access arrangement such as reader pens and word processors.

Quality Assurance

All invigilators will be provided with the relevant training on an annual basis including training on delivering access arrangements. The exams officer will observe invigilators delivering access arrangements when they are delivered on a 1:1 basis to ensure that they are being carried out appropriately. The records of the training and the attendees will be retained on file for inspection until the time for EAR's has passed. In relation BCS qualifications, invigilators will be observed by the designated staff member (M Rimmington) on their first occasion invigilating. In the event of a complaint regarding invigilators conduct, an investigation will be conducted by the exams officer and the Headteacher. All staff have the relevant qualifications and training to carry out non examination assessment components of their subjects, they will work with the exam board and heads of department to ensure accurate marking and delivery of these assessments.

Collection and storage of Scripts

It is the responsibility of the invigilators and the exams officer to secure the exam papers at all times, the exams officer will ensure that scripts are packaged in line with awarding body guidance. The exams officer will lock all scripts in the secure storage and only remove these when parcel force arrives to collect the papers, completed scripts will never be left unattended. The centre policy dictates that spare , uncompleted exam papers will be retained in the secure storage until 24 hours after the examination has finished and completed scripts have been collected.



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 candidate must be informed about any special consideration applications.

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). Please consult the 'Special consideration' Policy for a more in depth description of the roles and responsibilities surrounding the process.

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 or sent to an email account as agreed prior to their issue. These arrangements will be organised by the exams officer with the candidate prior to their discharge.

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.

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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: 09/09/2022