


Dronfield Henry Fanshawe School 	Policy No. 52	Revision No:	
		Date Issued:	Nov 2016
BTEC Examination Policy		Committee:	Statutory
		Author:	LJB
		Date Adopted:	
		Minute No:	
		Review Date:	Oct 2019

**Dronfield Henry Fanshawe School
BTEC Examination Policy**

Aim

At DHFS we aim to conduct all examinations with high professionalism for all students, and assign staff responsibility in a professional manner. We need to ensure that all staff responsibility in planning and managing non-examination assessment policy is strictly adhered to at all times.

Objectives

- It is the responsibility of everyone involved in the centre’s exam processes to read, understand and implement this policy.
- This BTEC exam policy will be reviewed annually following accreditation feedback.
- This BTEC exam policy will be reviewed by the Head of Centre, Senior Leadership Team, Examinations Officer and the Governors.
- This policy is to ensure the planning and management of assessments is conducted efficiently and in the best interest of candidates.
- This policy is to ensure the operation of an efficient assessment system with clear guidelines for all relevant staff.
- This policy is based on the principle that students will be entered for the appropriate assessments linked to the BTEC course that they have followed in KS3, KS4 and KS5 unless there are exceptional circumstances.
- Registration/entry for course/examination will be by submission of a name and tick on the appropriate form, to the Examination Office.
- Any decisions concerning entries are to be made by the Subject Teacher in consultation with the Head of Subject and/or Senior Leadership Team.
- All deadlines regarding assessments and final entries are set by the board and are non-negotiable. Internal deadlines will be set by Examinations Staff to allow for submission in the appropriate manner and to allow time for checking. These deadlines will be published to staff at the start of each academic year.
- Parents will be given the information as to which course/examination their daughter/son has been entered for. Any queries should be referred to the Head of Subject and or the Examination Staff.
- All relevant students will be entered for the BTEC assessments unless SEN requirements dictate otherwise.

The role of Examination Officer is currently undertaken by Lisa J Burke and Examination Support Officer by Sara E Gill

1. Exam responsibilities

The Headteacher as head of centre has:-

overall responsibility for the school as an exam centre:

- advises on appeals and reviews
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Examinations officer

Manages the administration of public and internal exams and analysis of exam results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- oversees the production and distribution to staff, governing body 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 exam timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- receives, checks and stores securely all exam papers and completed scripts.
- administers access arrangements and makes applications for special consideration using the JCQ *Access Arrangements and Reasonable Adjustments in examinations*.
- identifies and manages exam timetable clashes.
- accounts for income and outgoings relating to all exam costs/charges.
- manages recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years.
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- arranges for dissemination of exam results and certificates to candidates and forwards any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.
- support for the input of data.
- posting of exam papers.

Deputy Headteacher

- Organisation of Teaching and Learning.
- External validation of courses followed at Key Stage 4 / Sixth form.

Heads of faculty

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

Head of careers

- Information, advice and guidance (careers).

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Assessment, security and posting of coursework.
- Submission of candidate names to heads of faculty.

SENCO

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

Invigilators

- Collection of exam papers and other material from the Exams Office before the start of the exam.
- Conducting the exam and invigilation throughout.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2. Registration, Entries and late entries

2.1 Entries

Candidates are selected for their assessment entries by the heads of subject, heads of faculty and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

It is recommended that heads of faculty should enter all candidates for assessments and withdraw, if necessary, before the entries are submitted rather than enter after the deadline and incur extra costs.

Any registrations which the head of faculty wishes to withdraw because of insufficient work / poor attendance must be done following the correct procedure. If the candidate wishes to remain as an entrant then they will be required to provide the entry fee. These will be called unsupported entries. If a student fails to attend lessons for a continuous period of time for whatever reason subject staff should determine the reason for their absence and inform the exams office when making entries. Exams office staff are not responsible for withdrawing entries if no reason is given.

Once students are registered on the BTEC course they will be committed to those assessments, and be liable for the full fee if they do not meet assessment deadlines.

Head of subject are responsible for ensuring that the correct award is claimed when submitting assessment entries and accreditation.

Any amendment/withdrawal made after the registration deadline date must be made formally via email by the head of faculty. These changes will not be accepted unless submitted via the correct procedure.

Any candidate who fails to complete an assessment due to illness must contact the examinations office and produce a valid medical certificate. If no medical certificate is received the candidate will be charged for the missed assessment.

If a medical certificate is received the candidate is entitled to resubmit the assessment free of charge (if possible) but must remember to inform the exams office of the resubmission.

Each student, on entering Year 9 is issued with a candidate number and unique candidate identifier (UCI). The candidate number is four digits and will be allocated to the student for the duration of school life.

Heads of faculty are to complete appropriate online assessment submissions by date required.

2.2 Late fees

Late fees are charged for assessments entries made after the board deadline, however fees can be refunded if withdrawn by the examination board up to one month after the deadline date. Any fees which cannot be recouped from the examination board will be charged to faculties. Any submissions made after the board entry deadline date must be made by head of faculty via email and will incur a late entry fees – payable by the faculty.

Retake decisions will be made in consultation with the candidates and the subject teachers.

All candidates are expected to pay for any resubmissions.

3. Exam entry fees

Initial entry assessment fees are paid by the centre.

Late entry or amendment fees are paid by the departments, unless by the request of the parent/carer in which case this will be charged to the parent/carer.

Candidates or faculties will not be charged for withdrawals made by the proper procedures or alterations arising from administrative processes, **provided these are made within the time allowed by the awarding bodies**. Any amendments made after this deadline will be charged to faculties or to the candidates in the case of parent/candidate request.

Reimbursement will be sought from candidates who fail to complete an assessment requirement.

This fees reimbursement policy will be communicated in writing to students.

Candidates must pay the fee for any enquiry about results. (See also section 6.3 Enquiries about results [EARs])

4. The Equality Act, Special Needs and Access Arrangements

4.1 The Equality Act

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

4.2 Special needs

A candidate's special needs requirements are determined by the SENCO.

The SENCO will inform exams officer of candidates with special educational needs who are embarking on a course leading to an assessment. The SENCO can then inform exams officer of any special arrangements that individual candidates may be granted during the course and in the exam.

4.3 Access arrangements

Making special arrangements for candidates to submit assessments is the responsibility of the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.

All access arrangements will be dealt with by the examinations office and the SENCO. The examinations office and the SENCO will liaise with candidates and examination boards to ensure each candidate receives the appropriate arrangement necessary. The examinations office will apply for the arrangements and ensure each candidate receives this at every assessment necessary. Every candidate's needs will be assessed individually by the SENCO and arrangements requested accordingly. Certain arrangements will need to be applied for with the examination board and others are centre delegated. Any requests for access arrangements are governed by exam board deadlines. Emergency access arrangements will be applied for by the examinations office.

5. Candidates and Special Consideration

5.1 Candidates

Candidates are carefully prepared for all examinations. Heads of year are responsible for appropriate briefings, subject teachers inform candidates of expectations and various information booklets/statements are issued by the examinations office. Examinations staff are always available in case of any problems.

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. **MOBILE PHONES / IPODS / SMART WATCHES / MP3-4 PLAYERS / ELECTRONIC COMMUNICATION/STORAGE DEVICES OR DIGITAL FACILITIES ARE STRICTLY FORBIDDEN IN ANY EXAMINATION ROOM.**

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

Disruptive candidates are dealt with in accordance with JCQ guidelines.

5.2 Special Consideration

Should a candidate be too ill to complete an assessment, it is the candidate's responsibility to alert the subject teacher, to that effect.

Any Special Consideration claim must be supported by appropriate evidence, for example a letter from the candidate's doctor.

The Exams Officer will then forward a completed Special Consideration form to the relevant Awarding Body.

Special consideration can be requested by staff, parents or candidates. This can be requested for a various number of reasons and Examinations Staff complete the necessary forms using medical evidence if required.

6. Assessment and Internal Verification

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of faculty will ensure all assessments are ready for despatch at the correct time.

Marks for all internally assessed work are provided to the exams office by the subject teachers, heads of subject and the heads of faculty.

The head of subject will be responsible for the submission of assessment marks and ensuring all Internal Verification is conducted to appropriate standards.

All assessment will be stored on a secure area on the school network system for the duration of preparation by the candidates and for three years following either leaving the centre or accreditation.

7. Policy for Appeals against Internal Assessments / Enquiries about Results

7.1 Appeals against internal assessments

Often a candidate does not agree with the assessment marks awarded by the teacher. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the candidate may appeal to the exams officer, who will carry out the correct procedure, it is expected this will only be used on exceptional circumstances.

Dronfield Henry Fanshawe School is committed to ensuring that whenever its staff assesses' students' work for external qualifications this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Dronfield Henry Fanshawe School is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency and benchmarking.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by Dronfield Henry Fanshawe for moderation by the awarding body.

The procedure is available in the exams office policy.

- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series.
- Appeals should be made in writing by the candidate's parent/carer to the exams officer, who will investigate the appeal with the exams support officer and assistant headteacher.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations Code of Practice of the QCA.
- The candidate will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.

- The outcome of the appeal will be made known to the headteacher and will be logged as a complaint. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Dronfield Henry Fanshawe School and is not covered by this procedure. If you have concerns about it, please ask the exams officer for a copy of the appeals procedure of the relevant awarding body.

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 April for the summer session, to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements. This deadline may be extended on exceptional circumstances
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

7.2 Enquiries about Results (EAR's)

In cases of enquiries about results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

8. Results and Enquiries about Results (EARs)

8.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses.

Arrangements for the school to be open on results days are made by the exams officer / head of year.

The provision of staff on results days is the responsibility of the exams officer / head of year.

Results are downloaded from the examination boards the day before the release date and incorporated into our database system. Senior management, heads of year, subject teachers are informed of the results on the morning of the release date and all assist in the distribution of the results. Results analysis is completed on the day of release mainly by examinations staff, data manager and senior management and reported to the various bodies along with press releases. Results are distributed in school at 10am on the morning of release by the year team. They can be posted if candidates are unable to collect them on the day.

Students will be informed of the date in August when they may come into school and collect their results. Students who cannot do this must inform exams staff and they will be posted out. If a student wishes to have their results posted to another address other than their permanent address they must provide a stamped addressed envelope. **UNDER NO CIRCUMSTANCES WILL RESULTS BE GIVEN OUT OVER THE PHONE OR VIA EMAIL. IF PARENTS WISH TO COLLECT RESULTS ENVELOPES THEY MUST PROVIDE A LETTER OF PERMISSION FROM THE CANDIDATE, PROOF OF IDENTIFICATION AND PROVIDE A SIGNATURE FOR THE RESULTS.**

8.2 Enquiries about Results

Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. All EAR's will be paid by the student unless authorised by head of year.

Subject staff and candidates can request these services but re-marks do require the permission and a signature from candidates. Candidates should complete the necessary forms, available from the examinations office and make the required payment before requests can be made. Enquiries about results are now made online and are dealt with by examinations staff.

Should the student need to appeal against an EAR decision this must be done by following the correct procedure. See examinations staff for guidance.

9. Certificates

Heads of subject are responsible for checking each certificate with the award claimed to ensure correct qualification awarded.

Certificates are issued around late September/October and will be distributed at the record of achievement evening, these are **NOT** posted. Notices are posted on our website to inform students of their availability. The examinations office holds certificates for a maximum of one year, after which they are destroyed. Certificates are stored in our secure storage area. Requests for old certificates should be made through examinations staff and will incur a charge per certificate.

Certificates may be withheld from candidates who owe fees.