

Blenheim High School

Exam Responsibilities

The purpose of this exam document is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read this document

Exam responsibilities

Head of Centre (Headteacher)

Overall responsibility for the school/college as an exam centre

Exams Officer

Manages the administration of public and internal exams:

- advises the senior leadership team, subject and class teachers and other relevant staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- maintains systems and processes to support the timely entry of candidates for their exams
- provides and confirms detailed data on estimated entries
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- administers access arrangements and makes applications for special consideration using the JCQ Access arrangements and special considerations regulations
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- identifies and manages exam timetable clashes
- consults with teaching staff to ensure that necessary coursework/controlled assessments are completed on time and in accordance with JCQ guidelines
- maintains an overview of the timings of controlled assessment to try and ensure a manageable workload for students
- submits candidates' coursework/controlled assessment marks, despatches work correctly and on schedule and distributes returned coursework/controlled assessments to the appropriate department
- receives, checks and stores securely all exam papers and completed scripts
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the student/department, any appeals/re-mark requests
- indicates where future procedural improvements might be made
- accounts for income and expenditures relating to all exam costs/charges

Deputy Head

- line manages exams officer
- acts as point of contact for inspector in the absence of the exams officer
- ensures a member of the SLT is available for the start of exams, as requested by the exams officer

Head of Sixth Form/Head of KS4

- uses assemblies to reinforce exam regulations and expectations
- uses assemblies to remind students of the rules governing the production of coursework/controlled assessments
- ensures students are aware of the penalties for malpractice.

Heads of Department in collaboration with teachers

- ensure all controlled assessments/coursework are produced in accordance with the JCQ regulations
- ensure candidates are made aware of the regulations governing the production of coursework/controlled assessments
- ensure accurate completion of coursework mark sheets and declaration sheets
- adheres to deadlines set by the exams officer.

SENCO/Specialist Teacher

Administration of access arrangements:

- identifies and tests candidates' requirements for access arrangements
- determines entitlement to access arrangements for those candidates providing a privately commissioned report
- takes responsibility for running exams for candidates identified as requiring access arrangements