



Morecambe Road School Exam Policy

The policy purpose:

The purpose of this exam policy 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, understand and implement this policy**. The exam policy will be reviewed every three years by the Exams Officer.

Exam responsibilities:

Exams Officer (manages the administration of public and internal exams by conducting the following):

- ☞ Advises the senior leadership team, subject/class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- ☞ Oversees the production and distribution to staff, governors 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 in line with JCQ requirements.
- ☞ Administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- ☞ Identifies and manages exam timetable clashes.
- ☞ Accounts for income and expenditures relating to all exam costs/charges.
- ☞ Line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ☞ 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, in consultation with the SLT, any appeals/re-mark requests.
- ☞ Maintains systems and processes to support the timely entry of candidates for their exams.
- ☞ Identifies and tests candidates, assesses requirements for access arrangements.
- ☞ Provides additional support: for spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment, to help candidates achieve their course aims.
- ☞ Distribute and ensure the completion by office staff of the Exam Materials Receipt Log (**Appendix 15a): At the point of delivery to the centre**).
- ☞ Distribute and ensure the completion by office staff of the Exam Materials Receipt Log (**Appendix 15b): At the point of passing the materials from the Office to the Exams Officer for storing in the school's safe**).

Teachers are responsible for:

- ☞ Notification of access arrangements/requirements (as soon as possible after the start of the course).
- ☞ Submission of candidates' names to heads of department/school/curriculum.
- ☞ Correct use of Legal names on all Exam documentation which can be accessed via SIMS.
- ☞ Submission of entries, coursework and marks by the proposed deadlines.
- ☞ The marking of any coursework taught by themselves (even if it is not during the year of entry).

Lead Invigilator/Invigilators are responsible for:

- ☞ Collection of exam papers and other material from the exam’s office before the start of the exam.
- ☞ Conducting exams in accordance with JCQ’s publication, ‘Instructions for conducting Examinations’, booklet
- ☞ Collection of all exam papers in the correct order at the end of the exam and their return to the exam’s office.

Candidates are responsible for:

- ☞ Confirmation and signing of entries.
- ☞ Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- ☞ Being accountable for their own conduct during internal/external exam conditions.

Qualifications

The qualifications offered at this Centre are decided by the Senior Leadership Team. There are two exam pathways based on the ability level of the pupils. Most pupils can access the Entry Level 1 Certificate in English and Maths but if not, the AQA Unit Award Scheme is offered at Pre-Entry/Entry Level and Level 1/2. Our Nurture Pathway is accredited via the Aim Qualification and Assessment Group and Ascentis Awarding Organisation allows those pupils who are unable to access the AQA English Entry Level to achieve an English Skills accreditation.

The qualifications currently offered at Morecambe Road School are as follows:

Exam Board	Staff Responsible	Subject	Qualification	Code	Exam Board	Staff Responsible	Subject	Qualification	Code
AQA	ME	Maths	ELC	5930	Ascentis	KD/CCa/ME	English Skills	Entry Level 1/2/3 Certificate/Extended Award/Award in English Skills	Stepping Stones
	ME		Functional Skills (Level 1)	8361/1 8361/2					
	ME		Functional Skills (Level 2)	8362/1 8362/2					
	AF	Art & Design	GCSE	8202C & 8202X	AIM Awards	CCa/MJ	Life and Work Skills Suite	Entry Level 1 Diploma/Certificate/Award in Independent Living - Looking After Yourself and Your Home.	(Diploma) 600/5919/9 (Certificate) 600/5916/3 (Award) 600/5899/7
	ME/KD	Step Up to English	ELC	5972/1 5972/2					
	KH/VHI	Science	ELC	5961/2					
WJEC	ME	PSD	Entry Pathways (PSD)	6101					
				6102					
				6103					
				6106					
				6111					
ME	Employment Skills (PSD)	6109							
VHI	ICT Users (Award)	6010							
KD	Imaging Software (EL1/EL2)	Entry Pathways (ICT Users)	6406	City & Guilds	IM/MJ	NPTC: Practical Horticulture Skills	Level 1 Award	7573-11	
			Audio and Video Software						6398

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject Teachers/Specialists and Parents/Guardians.

Exam Series and Timetables

Internal exams and assessments are scheduled on demand or as specified by the Exam Boards. External exams and assessments are scheduled as specified by the Exam Boards. Some internal exams are held under external exam conditions e.g. AQA Entry Level Certificate in Mathematics (5930). The Subject Leader decides on the exam series to be used in the centre. On-demand assessments are to be scheduled in agreement with the Exams Officer. Monitoring, registration and delivery of Primary Assessments are the responsibility of the Primary Phase Lead (Assistant Head – Mrs Gannon). These assessments are monitored via the Government Primary Assessment Gateway:

<https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login>

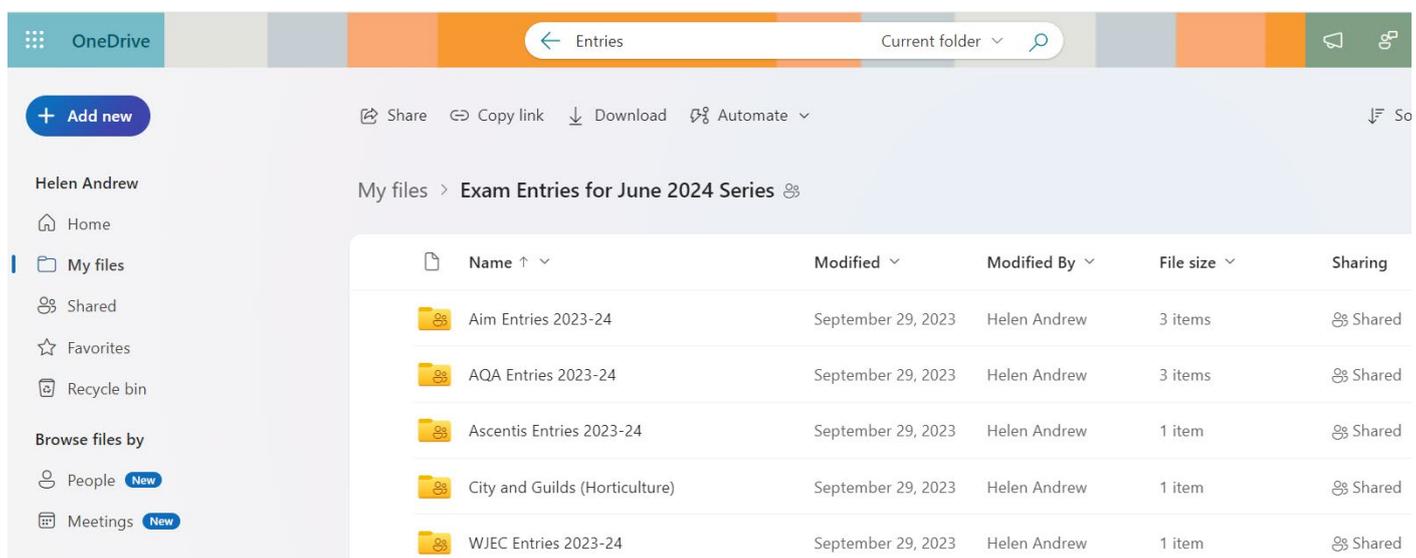
Timetable

Once confirmed, the exams officer will circulate the exam timetable for external exams (**Appendix 1: 2023-2024 Exam Entries and Deadlines**). **AG is responsible for ALL Primary Assessments and liaising with primary teachers regrading deadlines for entries and conducting tests** (timetable is visible at the bottom Appendix 1). Deadlines are created by the Government as opposed to External Examination Boards.

Entries, Entry details and Late entries

Candidates are selected for their exam entries by the Subject Leader or Private Tutor (Hawthorne Education Services) is Educated Off-Site. Candidates or parents/carers can request a subject entry, change of level or withdrawal. The centre accepts entries from external candidates from members of staff only. The centre does not act as an exam centre for other organisations. Entry deadlines are circulated to Subject Leaders via email/pigeon hole. Late entries are authorised by Head of Centre. GCSE re-sits are not allowed.

Staff are given the opportunity (early in the academic year e.g. Oct'23) to complete a shared One Drive Exam Entries document for their particular exam responsibilities. This is then finalised before the Feb'24 Final Entries deadlines (**See Appendix 1: 2023-2024 Exam Entries and Deadlines**).



Below is an example of a completed Examining Board Entries sheet for AQA, shared and conducted by at least four other staff:

AQA Entries for June 2024 (Yr 11) HA2 - Excel											
Candidate No.	Legal Forename	Legal Surname	Reg	AQA						Step Up to English ELC (Silver Award)	Step Up to English ELC (Gold Award)
				Maths			Art & Design	Science ELC			
				ELC	Functional Skills		GCSE	Single	Double		
				5930	Level 1 (8361)	Level 2 (8362)	8202C/X	5961	5962		
	Alkinson	P1	✓	✓			✓		✓	✓	
	Barnes	P1	✓				✓		✓	✓	
	Bennett	P1	✓				✓		✓	✓	
	Draycott	M1									
	Gadoud	M1									
	Haggan	P2	✓		✓		✓		✓	✓	
	Hargreaves	P1	✓				✓	✓	✓	✓	
	Jackson-Marshall	P1	✓				✓		✓	✓	
	Lamb	M1									
	Lewis	P1	✓				✓		✓	✓	
	Munshi	M1									
	Pain	M1									
	Park	M1									
	Paskin	P1	✓				✓		✓	✓	
	Powell-Tippett	P1	✓				✓		✓	✓	
	Pyle	P1	✓		✓		✓		✓	✓	
	Scarr	P1	✓				✓		✓	✓	
	Southern	P1	✓				✓		✓	✓	
	Taylor	P1	✓				✓		✓	✓	
	Woolven	P1	✓		✓		✓		✓	✓	
20 Pupils	Total No. of Yr 11 Candidates			14	3	1	14	1	12	10	12
Key for Preliminary Entries											
✓	Definitely entered										
✓	Possibly entered, awaiting definitive results from coursework (may not achieve EL1)										

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. All exam fees are paid for by the Centre. Late entry or amendment fees are paid by the Centre. Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Disability Discrimination Act

The centre will meet the disability provisions under the DDA (and the Equality Act 2010), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Senior Leadership Team.

Access arrangements

- ☞ All the candidates have special educational needs and have an EHCP.
- ☞ A candidate's access arrangements requirement is determined by the subject teacher in collaboration with the Exams Officer.
- ☞ Making access arrangements for candidates to take exams is the responsibility of the Exams officer.
- ☞ 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 will be organised by Exams Officer.

Official Examination Room

The AQA Functional Skills exams (8361/2) will take place in the Year 11 classroom (which can change location every year). This year they are based in the Oak Room (Phoenix 1) for the 2023-24 series. Posters warning staff and pupils that an exam is in progress (**see Appendix 2: Exam posters**) will be displayed outside the building. Staff are also notified via an internal memo (**see Appendix 3: Memo regarding the forthcoming Exam Dates**). Staff will also be notified nearer the time of the exam dates, that the Secondary Library (Willow Room) will be out of access during these times. This room is sited directly opposite the proposed Exam Room and would cause significant disturbance.

Phoenix 1 Class (Yr 11 for 2023-24) is a Satellite College provision and will therefore be based predominantly (Tuesday – Friday) at Lancaster and Morecambe College in a classroom which has been dedicated to selected Phoenix pupils from Morecambe Road School. They conduct ALL of their Maths lessons at College and will therefore complete the associated Coursework and External Tests for the AQA Entry Level Certificate in Mathematics (5930) off site. The room at College is equipped with a lockable cupboard to store the accreditation materials.

Invigilators

All Invigilators are current staff at Morecambe Road and must have conducted the Communicate-ed online course for Exam Invigilation for new Invigilators or the refresher for experienced invigilators (**See Appendix 4: Evidence of Invigilator training**). Two invigilators must be in the room during an exam in case there is a disturbance or a pupil is taken ill. An extra member of staff must also complete the training as an emergency back-up invigilator. All classrooms have an internal phone which can be used to request support. Internal telephone numbers are displayed in every classroom.

We currently have **three experienced invigilators** who will require refresher courses before May'24:

- Michelle Jennings (Deputy Head)
- Helen Andrew (Exams Officer)
- Paul Watkins (Level 3 TA)
- We will also require a **reserve invigilator** in case of illness.

Invigilators will be provided with a **box of resources** labelled with the specific exam room (a duplicate box will also be left in the on-site contingency exam room) containing:

- ✓ A variety of information posters to be displayed on the walls (**see Appendix 2: Exam Posters**)
- ✓ Blue-Tac
- ✓ Whiteboard Marker
- ✓ Whiteboard eraser
- ✓ Stationery for the exam (pens, pencils, rubbers, sharpeners, rulers and specific maths equipment)
- ✓ Invigilator Folder (see below for specifics)

Invigilators will be provided with **an information folder** (located in the aforementioned box) containing:

Oak Room

[Functional Skills Examinations](#)

Invigilator Information/ Documents

- ✓ Morecambe Road School's Exam Policy 2024
- ✓ Copy of the JCQ, 'Instructions for Conducting Examinations', (ICE) booklet 2023-24.
- ✓ Seating plan for the allocated exam room (**see Appendix 5a): Invigilator's Folder**)
- ✓ Emergency Evacuation Procedure for Examinations (**see Appendix 6**)
- ✓ List of examination specific equipment (**see Appendix 5b): Invigilator's Folder**)
- ✓ JCQ's Checklist for Invigilators for Written Examinations (ICE booklet)
- ✓ AQA Question Paper Control – Invigilator Declaration
- ✓ Exam Register from AQA
- ✓ JCQ's suggested wording for the invigilator's announcement at the beginning of a written examination (ICE booklet)
- ✓ Exam Room Incident Log (**see Appendix 8**).

Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer. There are two contingency plans in place depending on the scale of the issue preventing the exam from going ahead in the planned venue (Oak Room – Year 11 Classroom for 2023-24):

1) In the event of a fire alarm during an exam: (See Appendix 6: Emergency Evacuation Procedure – located in the Invigilator Folder and Appendix 7: Poster – What to do in the event of a fire alarm – displayed in the room)

Pupils will be told prior to the exam, the code of conduct (see below) in the event of a fire alarm during an exam:

Pupils will be told by the invigilator/s to:

- Put their pens/pencils down.
- Close their papers with the front cover face up.
- Line up to exit the classroom in register order, via the emergency fire exit (Oak Room entrance).
- Pupils will exit the classroom and walk to the assembly point (Primary Playground).
- Pupils will then be registered separately on the Primary Playground, from the rest of the school.
- Once registered, the pupils will return to the Exam classroom if it is considered safe to do so.
- In the event of the exam classroom (Oak Room) being unsafe due to flooding etc, the alternative room on-site is the Elms Room opposite the main building next to the Primary yard.

2) In the unlikely event of the school grounds being inaccessible (e.g. flooding)

Pupils and invigilators will be taken via the school mini bus (or a private hire bus if the school mini bus is unavailable) to Lancaster and Morecambe College (located opposite the school). Lancaster and Morecambe College already provide a classroom for Yr 11 students (Phoenix 1) as part of an early transition/satellite provision. Morecambe Road Staff remain responsible for running of the exam and safeguarding of pupils whilst on the Lancaster and Morecambe College premises.

NB: An additional set of exam posters/resources/invigilator file will be kept in the on-site alternative venue for Contingency scenario 1) enabling a swift transfer of rooms resulting in less of an impact on the students involved.

Private candidates

Managing private candidates is the responsibility of the Exams Officer.

Estimated Grades

Subject Teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer (just before the Entries Deadline in Feb'24). These are then uploaded by the Exams Officer onto the appropriate online exam websites e.g. AQA (Centre Services), WJEC Secure Website etc.

Malpractice and Maladministration (see separate policy for more detail)

Invigilators will have an Exam Room Incident Log (see **Appendix 9**) within their invigilation folders (kept in the exam room). Any malpractice of staff or pupils alike will be reported to the Senior Leadership Team who are responsible for investigating suspected allegations of malpractice.

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 lead invigilator will start all exams in accordance with JCQ guidelines. Exam papers **must NOT** be removed from the exam room before the end of a session. The ONLY accreditation requiring Exam Conditions as specified in the JCQ is the Functional Skills Level 1/2:

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. 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. Candidates are expected to stay for the full exam time based on the recent amendments to the JCQ guidelines. The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently. For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect. Before the exam, candidates will have the JCQ instructions read to them (**Appendix 9: Information for Candidates - JCQ Instructions booklet**). The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor. The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal Assessments and Appeals

→ **Internal assessment**

It is the duty of Subject Leaders to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

→ **Marks and appeals**

Marks for all internally assessed work and estimated grades are provided to the exam's office by the Subject Teachers. Appeals against internal assessments must be made by the last working day of June.

→ **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Arrangements for internal appeals about internal assessment decisions and enquiries about results:

These arrangements only apply to the situations described below; for occasions when candidates or their carers cannot reach an agreement through other school procedures.

- **Internal Assessment:** Where the candidate or carer has reasonable grounds to think that the candidate's mark has been affected because the procedures for internal assessment set out by the awarding body for an internal assessment in a subject, have not been followed correctly.
- **Enquiries about Results:** Where the candidate or carer has reasonable grounds to think that the school has not followed the internal procedures for supporting an enquiry about results, lodged by a candidate or carer.

1) Accessing the enquiry and appeals system:

- 1.1. Candidates or their carers may make a formal request for enquiry or appeal about decisions the school has made concerning internal assessment or enquiries about results where they disagree with the decision and have been unable to reach agreement through other procedures.
- 1.2. All requests must be submitted in writing.
- 1.3. Appeals about internal assessments should be made as soon as possible, but not later than 7 days after the final date of submission of the marks for internal assessment to the examining body.
- 1.4. Appeals about decisions on enquiries about results must be made within 7 days of the decision being communicated to the candidate.
- 1.5. Any request should be addressed to:

The Headteacher,
Morecambe Road School,
Morecambe Road,
Morecambe,
LA3 3AB
- 1.6. The envelope should be marked 'Exam Appeal', in the top left-hand corner.
- 1.7. The written request must state in detail the complaint and the reasons for the appeal.

2) Procedure

- 2.1. The appeals procedure will be managed by the Assistant Headteacher (Exams Officer) who will investigate. They will be responsible for disseminating information to the candidate, carers and teachers involved, about the existence and outcome of all such appeals.
- 2.2. Where the appeal concerns an internal assessment the teacher(s) concerned in making the assessment will have the opportunity to see a copy of the appeal and to respond to this in writing, with a copy sent to the candidate.
- 2.3. Following the investigation, the Assistant Head (Exams Officer) will send the candidate and carers a written response.
- 2.4. If the candidate is not happy with the written response the candidate bringing the appeal has the right to a personal hearing. Any request for a personal hearing must be submitted in writing within 7 days of receiving the written response.
- 2.5. The candidate will be given at least 7 days' notice of the date of the hearing and will be given sight of all documents relevant to the case prior to the hearing.
- 2.6. Where a candidate is presenting their own case, they may be accompanied by a single carer or friend.

- 2.7. The candidate and teachers will have the opportunity to hear each other's submission to the panel at the hearing.
- 2.8. The panel will consist of a Governor and the Headteacher or another senior member of staff who has not previously dealt with the particular case.
- 2.9. The Centre will maintain a written record of all appeals. The record will include the outcome of the appeal and the reasons for that outcome. A copy will be sent to the candidate and, where appropriate, to their carers within 10 working days of the hearing.
- 2.10. The Centre will inform the Awarding Body if there is any change to an internally assessed mark, as a result of the appeal.

Results

Candidates will receive individualised result slips on the allocated results day. Most Awarding Bodies provide printable slips with a breakdown of the units and Level of Entry achieved. However, the AQA Unit Award Scheme is solely a certification-based scheme and because units can be entered at any point throughout the year, they do NOT provide results slips. Therefore, the Exams Officer provides Pupils/Parents/Guardians with a personalised breakdown of Unit Awards achieved. (**Appendix 10: Example of a student Results Slip**). ALL the results slips are collected either in person at the centre or by email/post to their home addresses. Arrangements for the centre to be open on results days are made by the Exams Officer and Deputy Head. The provision of staff on results days is the responsibility of the Exams Officer.

Enquiries About Results (EAR's)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested. If a result is queried, the Exams Officer, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expenses. When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Access To Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Once all the certificates have been received from the various Awarding Bodies, the Exams Officer will write to Parents/Guardians to inform them of the week dedicated for their child's certificate collection (usually early-November) from the Main Reception at Morecambe Road School (**Appendix 11: Certificates Collection letter from May/June'23 Series**). They will be advised in the letter that certificates **MUST be collected from the school office within a year of receipt** based on the JCQ (Joint Council for Qualifications) 'General Regulations for Approved Centres', which states:

The centre will:

- b) retain all unclaimed certificates under secure conditions for a **minimum of 12 months from the date of issue;**
- c) **destroy any unclaimed certificates after retaining them for a minimum of 12 months.** They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results; (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate.)

Certificates can be mailed via first class post (with a record of postage held on record by the Exams Officer) **ONLY if the pupil has moved out of area** and on the condition **that the parent/guardian has signed a waiver (see Appendix 12)** confirming that if the certificates are lost in the post, they will have to contact the exam board directly for replacements **(the school will not be held financially responsible for lost certificates in the post).**

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised (verbally or in writing) to do so. They will be expected to sign a Certificate Collection Record at the point of receiving the certificates **(Appendix 13: Certificate Handover Record).**

The Exams Officer will maintain a **Record of Dispersal of Certificates (see Appendix 14)** for any certificates destroyed after a minimum of 12 months. **This record will be kept for 4 years.**

Signed: _____ (Chair of Governors)	Date: _____
Signed: _____ (Headteacher)	Date: _____
Signed: _____ (Exams Officer)	Date: _____

Appendix 1: 2023-2024 Exam Entries and Deadlines

Morecambe Road School (Centre No: 46130): 2023-2024 Exam Entries and Deadlines

Exam Board	Staff Responsible	Subject	Qualification	Code	Deadlines		
					Entries	Coursework	Exam series
AQA	ME	Maths	ELC	5930	11 th (21 st) Feb'24	6 th (13 th) May'24	June'24 (6G24)
	ME		Functional Skills (Level 1)	8361/1	11 th (21 st) Feb'24	NA	June'24 (6A24)
	ME		Functional Skills (Level 2)	8362/1 8362/2	11 th (21 st) Feb'24	NA	June'24 (6A24)
	AF	Art & Design	GCSE	8202C & 8202X	Sept/Oct'23	20 th (21 st) May'24	June'24 (6G24)
	ME/KD	Step Up to English	ELC	5972/1 5972/2	11 th (21 st) Feb'24	6 th (13 th) May'24	June'24 (6G24)
	KH/VHI	Science	ELC	5961/2	11 th (21 st) Feb'24	6 th (13 th) May'24	June'24 (6G24)
WJEC	ME	PSD	Entry Pathways (PSD)	6101 6102 6103 6106 6111	11 th (21 st) Feb'24	25 th April'24 (5th May)	June'24
	ME	Employment Skills (PSD)		6109			
	VHI	ICT Users (Award)		6010			
	KD	Imaging Software (EL1/EL2)		6406			
		Audio and Video Software		6398			
KD	Audio and Video Software	Entry Pathways (ICT Users)	6406				
			6398				

2023-2024 Exam Entries and Deadlines (Continued)

Exam Board	Staff Responsible	Subject	Qualification	Code	Deadlines		
					Entries	Coursework	Exam series
Ascentis	KD/Ca/ME	English Skills	Entry Level 1/2/3 Certificate/Extended Award/Award in English Skills	Stepping Stones	Any time	May/June'24	May/June'24
AIM Awards	Cca/MJ	Life and Work Skills Suite	Entry Level 1 Diploma/Certificate/Award in Independent Living-Looking After Yourself and Your Home.	(Diploma) 600/5913/9 (Certificate) 600/5916/3 (Award) 600/5899/7	Any time	May/June'24	May/June'24
			Entry Level 1 Diploma/Certificate/Award in Personal and Social Development Skills	(Diploma) 603/1506/4 (Certificate) 603/1504/0 (Award) 603/1507/7	Any time	May/June'24	May/June'24

2022-2023 Other exam entries which DO NOT go through Examinations Officer

Exam Board	Staff Responsible	Subject/s	Qualification	Code	Deadlines		
					Entries	Coursework	Exam series
AQA Unit Award Scheme	MJ	Various	Pre-Entry Level Entry Level 1-3 Level 1	Various	Any time	Any time	Any time
City & Guilds	IM/MJ	NPTC: Practical Horticulture Skills	Level 1 Award	7573-11	Any time	Any time	Any time

For Phoenix Pathways – Lancaster and Morecambe College organised courses, please contact MJ (the accreditation facilitated by college will go through their exams officer not MRS). Phoenix will conduct their Maths/English accreditations through MRS (see above main table).

Primary Statutory Assessments (AG Lead)

Assessment	Staff Responsible	Subject	Deadlines	
			Registrations	Assessment Period
Reception Baseline Assessment	Reception Teacher/s	EYFS	June	September
SAT's Yr 2/Yr 6	Teacher of Yr 2/6 AG	Maths and English	September - October	May/June
Phonics' Screening	Teacher of Yr 1/2	English: Phonics	March/April	May/June
Yr 4 Multiplication Check (Voluntary)	Teacher of Yr 4	Maths: Multiplication's	May	June

The number of pupils assessed via the Engagement Model MUST be reported to the Government every academic year.

Appendix 2: Exam posters

SUBJECT: _____

TIER: _____

START: _____

FINISH: _____

DATE : _____

AWARDING BODY: _____

PAPER NUMBER: _____

Centre Number:

46130

SILENCE



Shhhhh!

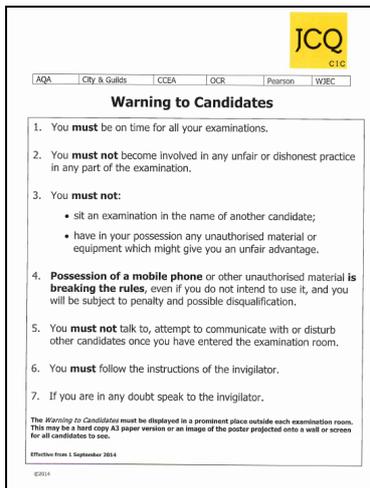
SILENCE



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.



Appendix 3: Memo regarding the forthcoming GCSE Exam Dates (to be updated in 2024 to Functional Skills).

Memo

To: ALL STAFF
CC: MJ/PE/AG
From: HA
Date: 8th May, 2019

Re: Scheduled GCSE Maths Exams

Please be aware that the following exams will be taking place over the next few weeks:

Date	Exam	Time
Tue 21/5	GCSE Maths (F) Paper 1	9.00 – 11.00am
Thurs 6/6	GCSE Maths (F) Paper 2	9.00 – 11.00am
Tue 11/6	GCSE Maths (F) Paper 3	9.00 – 11.00am

We will be using the Lodge as the main exam room (meeting/training side). However, the entire Lodge will be out of use during these morning sessions, in order to prevent any disruption to exam conditions.

Our contingency plan, in case something unexpectedly happens to the Lodge, is The Willow Room (left garden room).

The mile track walk will also be cancelled on these days.

Many thanks for your co-operation,
 Helen Andrew
 (Exams Officer)

See Appendix 5 b): Invigilator Folder – List of Examination Specific Equipment to be adapted for AQA Functional Skills Exams in May’24

Last Updated 18th May, 2019 by H Andrew



Morecambe Road School

List of Examination Specific Equipment

AQA GCSE Mathematics (8300) Foundation

Paper 1 (No Calculator Allowed)

- ☞ Protractor
- ☞ Compass
- ☞ Graph Paper
- ☞ Tracing Paper
- ☞ Extra AQA blank answer sheets

Paper 2

- ☞ Scientific Calculator with the following minimum requirements:
 - Four rules and square function
 - Square root function
 - Reciprocal and power function
 - Brackets
 - Memory
 - Appropriate exponential, trigonometric and statistical functions
- ☞ Protractor
- ☞ Pair of Compasses and pencil
- ☞ Graph Paper
- ☞ Tracing Paper
- ☞ Extra AQA blank answer sheets

Paper 3

- ☞ Scientific Calculator with the following minimum requirements:
 - Four rules and square function
 - Square root function
 - Reciprocal and power function
 - Brackets
 - Memory
 - Appropriate exponential, trigonometric and statistical functions
- ☞ Protractor
- ☞ Pair of Compasses and pencil
- ☞ Graph Paper
- ☞ Tracing Paper
- ☞ Extra AQA blank answer sheets

Appendix 6: Emergency Evacuation Procedure for Oak Room (Phoenix 1’s Exam Room) from 2023-34 Whole Schools’ Fire Procedure document:

External Rooms

Willow Garden Room	Via main external door onto side path to primary playground	Via main external door onto main path to primary playground
Oak Garden Room	Via main external door onto side path to primary playground	Via main external door onto main path to primary playground



2023-24 FIRE PROCEDURES

On hearing the fire alarm, the School Office Staff will collect:

- ☞ The Pupil/Staff Signing Out Folder containing (at the front) a copy of the Daily Session Absence Report for pupils.
- ☞ They will also collect the Daily Diary.
- ☞ The Daily Session Absence Report will be distributed to the Deputy Head (other SLT/SM staff if DHT is not present) who will then cross check pupil absences with individual staff teams

SLT to meet at the Fire Alarm Siren Panel to check where any potential fire may be located before the following checks are conducted:

- ☞ **Headteacher** – Check Primary Rooms/Main corridor back to Science Lab/Senior and Immersive rooms/Speech & Language Therapy Room/Quiet Room Primary Store Room/Primary Toilets.
- ☞ **Deputy Head** – Check Secondary Rooms (KS4 and KS3)/Hall/The Hub/Changing Rooms/Showers/PE Store/Science Lab/Staffroom/Staff Toilets/Secondary Pupil Toilets/Food Tech Room/Art Room/KS4 area/Retreat.
- ☞ **Assistant Head** – Check Admin rooms/Therapy/ICT Support Room/Garden Rooms/The Lodge/Oversee the Assembly point outside on Primary Yard

If one or two members of the SMT are out of school, the remaining member will organise a TLR/ staff member to complete the checks.

Assembly Points

It is the responsibility of the Headteacher to check that pupil/staff absences have been accounted for

In Class order on the far side of the Primary Playground facing the wooden play area:

Primary Wooden Play Equipment (Grazed Area)

PH1	PH2	PH3	PH4	PH5	PH6	PH7	PH8	PH9	PH10	PH11	PH12	PH13	PH14	PH15	PH16	PH17	PH18	PH19	PH20
-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	------	------	------	------	------	------	------	------

Main School Building

2023-24 FIRE PROCEDURES

Support staff, therapists, visitors and contractors to muster near to Primary Playground gates with the School Business Manager for roll call.

ROLL CALL

School Business Manager or member of site team will carry out roll call via EVAC. CLASS TEACHERS will call the roll of their class pupils. IF CORRECT, the teacher will signal the HEADTEACHER by means of a STATIONARY RAISED ARM. IF INCORRECT, the teacher will signal BY WAVING.

ALL STAFF NEED TO BE VISIBLE TO ENSURE THEY ARE ACCOUNTED FOR

FIRE FIGHTING / PREVENTION OF FIRE SPREAD

If smoke is seen issuing from under any door it should be left CLOSED and reported to the HEADTEACHER.

The 30 minute fire doors around the school – these doors should not be wedged open.

ALL STAFF should familiarise themselves with the position of BREAK GLASS CALL POINTS and FIRE EXTINGUISHERS (see MRS Fire Evacuation Map) in particular, those in close vicinity to their working situations.

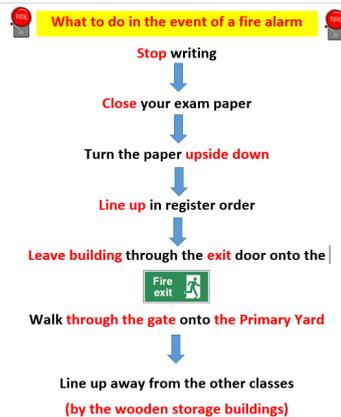
It is **ESSENTIAL** the Staff/Pupils Signing Out Folder (together with the Pupil Daily Session Absence Report) and School Diary are returned to the office.

AFTER SCHOOL CLUB/ SUMMER SCHEME / CONTRACTORS

These procedures apply in the event of a fire during after school and holiday activities. All holiday club members, school staff, visitors and contractors are to make their way to the Primary Playground for a roll call. Staff from the After School and Holiday Club will take a roll call of their children and staff. The School Business Manager or the Site Supervisor will take a roll call of other school staff, visitors and contractors.

Therefore, it is imperative that staff, visitors and contractors ALWAYS sign in and out during school holidays on the Inventory electronic system

Appendix 7: Poster – What to do in the event of a fire alarm:



Appendix 10: Example of a personalised student Result Slip:



Morecambe Road School

Results Day: 24th August 2023

Please find **attached the printed results for your child**. They may have been entered **for all or some** of the following examining boards, depending on their study pathway:

- AQA
- AQA Unit Award Scheme
- Ascentis
- Aim Awards
- WJEC
- City of Guilds (To be Confirmed)

WJEC Coding:

X	Pupils were initially registered for the unit in Feb'23, but due to unforeseen time constraints, the unit could not be completed.
Q	Pupil did not have enough credits to be allocated the overall, ' Cash-In Award ', originally registered in Feb'23 (see above). Pupils will therefore be accredited for the individual unit attempted, as opposed to receiving an overall accreditation (Diploma/Certificate/Award).

The **AQA Unit Award Scheme** **does not provide results slips** so please see below the Units of study which they will be certificated for:

Attempted units from the AQA Unit Award Scheme

Candidate	AQA Unit Award Code	AQA Unit Award Title	Level Attempted	
			Pre-Entry Level	Entry Level
Alesha C	92392	INTRODUCTION TO MONEY MANAGEMENT		✓
	10265	CLOCKS AND TIME		✓
	10934	FOOD HANDLING		✓
	10937	PREPARING FOOD FOR A FUNCTION		✓
	108556	CULTURAL CUISINE		✓

Appendix 11: Certificate Collection Letter



8th November, 2023.

Dear Parent/Guardian of: _____

Re: Collection of Examination Certificates and Unclaimed Certificates

I am writing to inform you that your son/daughter's examination certificates for the May/June 2023 series will be ready for collection all week **from Monday 27th November until Friday 1st December**. Please request your certificates at the Main Reception which will be open from **9.30am to 4.00pm**. On arrival, you will be asked sign a document to confirm that you have received them.

Unfortunately, due to staffing, we will be unable to conduct the Annual Presentation Evening this year to celebrate the achievements of your young person (which may have been mentioned to you on results day 24th August, 2023).

Please note that after the collection week you will have a year to collect the unclaimed certificates (which will be kept securely in the school safe). After this time, any unclaimed certificates will be destroyed in line with the JCQ (Joint Council for Qualifications) 'General Regulations for Approved Centres 2023-24', which states:

The centre will:

- b) retain all unclaimed certificates under secure conditions for a **minimum of 12 months from the date of issue**;
- c) **destroy any unclaimed certificates after retaining them for a minimum of 12 months**. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results; (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate.)

Examination Series	Certificates Issued	Deadline for Certificate Collection
May/June 2023	Nov 2023	29th November, 2024

To confirm, if certificates are not collected by the deadline specified above, **they will be destroyed**. As the JCQ states, some syllabuses will not re-issue certificates and students will only be able to request a Certifying Statement of Results.

If you have any queries relating to the above information, please do not hesitate to contact me.

Yours faithfully,

Mrs H Andrew
(Assistant Head and Whole School Assessment Lead/Examinations Officer)

Morecambe Road School | Morecambe Road, Morecambe, Lancashire, LA3 3AB | Headteacher: Mrs A Dootson
Telephone: 01524 414384 | Email: head@morecamberoad.lancs.sch.uk | Web: www.morecambe.lancs.ac.uk



Appendix 12: Waiver Letter for Lost/Damaged posted certificates

Date: _____

Dear Parent/Guardian,

Re: Waiver for Lost/Damaged Certificates via First Class Postage

I, the Parent/Guardian of (full name of pupil): _____

Hereby confirm that I give permission to the Exams Officer of Morecambe Road School, to post my son/daughter’s certificates via **First Class Post**, on receipt of this signed waiver. I am aware that face to face collection of certificates is advised by the school but due to a change of residence, I am unable to travel to the school.

In the event of my son/daughter’s certificates being lost or damaged in the post, I know that I will have to contact the Examining Boards directly in order to have another copy re-printed. I am also aware that I will have to pay for this service.

I confirm that I understand Morecambe Road School is not financially responsible or accountable for any certificates that I have requested to be sent to me via the post.

Signed: _____ Date: _____

Printed Name: _____

Please read/sign this letter and return to the address above. A confirmation email/phone call will be sent once the certificates have been posted **ONLY on receipt of this waiver.**

Yours sincerely,

Helen Andrew
(Assistant Head/Whole School Assessment and Examinations Officer)

Appendix 13: Certificate Handover Record



Morecambe Road School



Exam Certificate Distribution (2022-23 Candidates)

Please sign this document to say you have received your Examinations certificates.

+

Pupil Name	Date of Collection	Pupil/Parent Signature	Name of Staff handing documents over	Staff Signature
William Astwood				
Jay Bentham				
Lewis Caprani				
Alesha Copsey				
Heidi Garnett				
Charley-Anne Griffin				
Robert Harrison				
Damian Hassell				
Luke Hodson				
Brandan Keen				
Logan Knowles				
Charlie McAuley				
Daniel McQueenie				
Jack Mullen				
Neve Newton				
Lewis Parr				
Callum Rawcliffe				
Kyle Richardson				
Jack Simpson				
Roberto Thomson				
Hannah Warriner				
Benjamin Woodhouse				
TOTAL: 22 Pupils				

Appendix 14: Record of Dispersal of Certificates



Morecambe Road School (2023-24)

Record of Disposal of External Accreditations Certificates

Pupil Name	Date of Birth	Year of Accreditation	Examining Board	Certificate		Disposal of certificate	
				No.	Reference	Date	Staff
█	26/05/95	29 th June, 2011.	City and Guilds	5500259072/850	290611/7573-01/047900/LTQ2914/M/26/05/95	28/2/23	HA
█	26/05/95	29 th June, 2011.	City and Guilds	5500259072/700	290611/7573-01/0479000/LTQ2914/M/26/05/95	28/2/23	HA

(PLEASE NOTE: ALL CERTIFICATES ARE DISPOSED VIA THE CONFIDENTIAL WASTE SYSTEM WHICH IS ON SITE)

Appendix 15: Record of receipt of Exam Materials (a) by the Office and (b) by the Exams Officer:



Morecambe Road School

Record of handover Log: Examination Materials

Exam	Date of Exam	Examination Material			Member of Staff		Handover of materials		
		No. of packages	Package Reference No.	No. of exam papers	From	To	Date	Time	Reason