



## **Examinations Policy**

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<b>Date of Next Review:</b>	<b>Autumn 2019</b>
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<b>Responsible Committee:</b>	<b>Education Committee</b>

## **Aims & Preamble**

- 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 exam system with clear guidelines for all relevant staff.
- To ensure that JCQ requirements on the Conduct of Exams are adhered to.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this Policy.

This Exam Policy will be reviewed biannually by the Head of Centre and the Examinations Officer.

## **A. Monitoring & Evaluation**

This Policy will be monitored and evaluated annually by the Governors' Education Committee.

## **B. Roles and Responsibilities**

### **Roles and responsibilities of the Head of Centre - Principal**

- Overall responsibility for the school as an Exam Centre.
- Advises on appeals process and re-marking of scripts.
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Reference will be made to the JCQ document *Suspected malpractice in examinations and assessments*.

### **Roles and Responsibilities of the Examinations Officer**

- Manages the administration of public and internal exams and initial analysis of exam results.
- Advises the Senior Leadership Team, subject teachers, form tutors and other relevant support staff on annual exam timetables and procedures as set by the various exam boards.
- 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 controlled/internal assessments are 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 in conjunction with the SEND department and assists the SENCO in making applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the team of exams invigilators in organising the recruitment, training and monitoring the conduct of exams.
- Submits candidates' marks, tracks despatch and stores returned assessments 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.

### **Roles and Responsibilities of the Vice Principal**

- Line manager of Exams Officer.
- Organisation of the curriculum.
- Ensures the external validation of courses followed at key Stage 4 and in the Sixth Form, working alongside Assistant Principals with responsibilities for each Key Stage.

### **Roles and Responsibilities of Subject Leaders, Faculty Leaders and Directors of English, maths and science**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of controlled assessment/coursework mark sheets and declaration sheets where applicable.

- Ensuring assessments and coursework are kept in a safe and secure location such as a locked filing cabinet.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

### **Roles and Responsibilities of Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Subject Leaders, Faculty Leaders and Directors of English, maths and science.
- Submission of candidate most likely outcomes grades, levels and tiers of entry.

### **Roles and Responsibilities of the SENCO**

- Application of access arrangements with assistance from the Examinations Officer.
- 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 candidates achieve their course aims.
- Ensure there is clear delegation of roles and responsibilities to the Deputy SENCO to support access arrangements.

### **Roles and Responsibilities of Invigilators**

- Collection of exam papers and other material from the exams office or other specified location before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office or specified location.
- Administer the exam according to JCQ requirements on the Conduct of Exams.

### **Candidates**

- Understand their examination timetable and see the Examinations Officer if they have any queries.
- Confirmation and signing of entries.

- Understanding controlled assessment/coursework regulations and signing a declaration that authenticates the controlled assessment/coursework as their own.

### **Administrative staff**

- Log receipt of exam packages in the logbook kept in main reception.
- Support with the input of data.
- Support for the posting of exam papers and other exam related documents.

### **C. Statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the Subject Leaders, Faculty Leaders and Directors of English, maths and science. The statutory tests and qualifications offered are GCSE, A levels, BTEC and OCR Nationals/Technicals. The subjects offered for these qualifications in any academic year may be found in the centre's published Curriculum Options Booklets for that year. If there has been a change of syllabus from the previous year, the exams office must be informed. Options Booklets can be found on the school website.

#### **At Key Stage 4 and 5:**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

#### **Key Stage 5:**

It is expected that AS modules will be completed during year 12 in some subject areas, as decided by the Head of Sixth Form.

### **D. Exam seasons and timetables**

#### **Exam seasons**

Internal GCE/BTEC/OCR Mock Exams are scheduled where appropriate. External exams are scheduled in November, January, March and May/June. All internal exams are held under external JCQ exam conditions. Which exam series are used in the centre is decided by the Head of Centre.

## **Examination Timetables**

The Examinations Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

## **E. Entries, entry details, late entries and retakes**

### **Entries**

Candidates are selected for their exam entries by Subject Leaders, Faculty Leaders and Directors of English, maths and science.

A candidate or parent/carer can request a subject entry, change of level or withdrawal if the relevant Subject Leader, Faculty Leader and Directors of English, maths and science, and Head of Centre are in agreement. The centre does accept some entries from external candidates depending on the course they are following and approval from the Examinations Officer.

### **Late entries**

Entry deadlines are circulated to Subject Leaders, Faculty Leaders and Directors of English, maths and science. Late entries are authorised by the Vice Principal. Withdrawals may only be authorised by the Head of Centre.

### **Retakes/Resits**

Candidates are allowed retakes in GCSE English and maths at the discretion of the centre with the first retake entry paid for by the centre if the student has not achieved a grade 4 or above. Subsequent retakes are paid for by the centre if a grade 4 has still not been reached.

Candidates are allowed retakes in AS with the first retake entry paid for by the centre. A Level retakes will be paid for by the centre should the student repeat the academic year. Retake decisions will be made in consultation with the candidates, Examinations officer, Head of Centre and the Head of Sixth Form.

## **F. Exam fees**

GCE/GCSE/BTEC/OCR Nationals initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the relevant Department/Faculty. Candidates or Departments/Faculties 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.

Reimbursement will be sought from candidates who fail to sit an exam (unless they are able to produce a medical certificate) or meet the necessary controlled assessment/coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Candidates are allowed retakes in AS with the first retake entry paid for by the centre. A Level retakes will be paid for by the centre should the student repeat the academic year. Retake decisions will be made in consultation with the candidates, Examinations officer, Head of Centre and the Head of Sixth Form.

Candidates or Departments/Faculties must pay the fee for an enquiry about a result or remark should the Exam Board not uphold the enquiry. (See also section L: Enquiries about results [EARs])

## **G. The Equality Act 2010, Special Needs and Access Arrangements**

**It is the responsibility of the Head of Centre, members of SLT and the SENCO within the centre to familiarise themselves with the entire contents of the JCQ document *'Adjustments for candidates with disabilities and learning difficulties, Access arrangements and reasonable adjustments, General and Vocational Qualifications'*.**

### **The Equality Act 2010**

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All exam office staff must ensure that the access arrangements regulations and guidance are consistent with the law.

### **Special Needs**

A candidate's special needs requirements are determined by the SENCO. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam via the SEND register. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

## **Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO with the assistance of the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO with the assistance of the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Examinations Officer with the SENCO's knowledge.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer with the SENCO's knowledge.

Students who wish for alternative seating arrangements need to produce evidence to support this arrangement.

## **H. Estimated grades**

The Subject Leaders, Faculty Leaders and Directors of English, maths and science will submit estimated grades to the Examinations Officer when requested by the Examinations Officer and adhere to the deadlines set (if required).

## **I. Managing invigilators and exam days**

### **Managing invigilators**

External invigilators will be used for internal and external exam supervision. The recruitment of invigilators is the responsibility of the Examinations Officer. Securing the necessary DBS clearance for new invigilators is the responsibility of the centre's HR Manager. DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Examinations Officer. Invigilators' rates of pay are set as per the centre's support staff pay structure.



## **Exam days**

The Examinations 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.

Site management (caretakers) are responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines. Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

Subject staff must follow the JCQ guidelines on conducting examinations. In practical exams subject teachers may be on hand in case of any technical difficulties. Exam papers must not be read by subject teachers during the examination or removed from the exam room.

Papers will be distributed to Subject Leaders, Faculty Leaders and Directors of English, maths and science at the end of the exam session.

## **J. Candidates, clash candidates and special consideration**

### **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The Examinations 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.

## **Clash candidates**

The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

## **Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor. The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **K. Appeals against controlled/internal assessments**

### **Controlled/Internal Assessments**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date. Subject Leaders, Faculty Leaders and Directors of English, maths and science will ensure all controlled assessments are ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom. Marks for all internally assessed work are provided to the Examinations Officer by the relevant Subject Leader, Faculty Leader or Director of English, maths or science.

### **Appeals against controlled/internal assessments**

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 controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.

- Appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Head of Centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

## **L. Results, enquiries about results (EARs) and access to scripts (ATS)**

### **Results**

Candidates will receive individual results slips on result days in person at the centre.

If a student is unable to collect their results in person they may be given to a third party providing written permission is shown.

Arrangements for the school to be open on results days are made by the Examinations Officer.

The provision of staff on result days is the responsibility of the Examinations Officer.

### **Enquiries about Results (EARs)**

EARs 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. If a candidate requires this against the advice of subject staff, they will be charged. (See Section F: Exam fees)

### **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. If a result is queried, the

Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

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.

## **M. Appeals**

The schools internal appeals procedure is published on the school website and is also available from the Exams Officer. If a parent or student wishes to appeal against a grade or mark they must make the request in writing to the Examinations Officer within 7 days after the results are published.

## **N. Certificates**

Certificates are collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Certificates may be withheld from candidates who owe fees.

A transcript of results may be issued if a candidate agrees to pay the costs incurred. The Centre retains certificates for at least three years.

## **O. Contingency Plan**

In the event of the Examinations Officer being unavailable to complete the exam entries the following procedures will take place:

- The Vice Principal will be responsible for exam entries.
- The former-Examinations Officer will be contacted to see if she is available to come in and manage them.
- Herts CC will be contacted to see if there is local replacement who can manage the exam entries or advise on alternatives.

In the event of the Examinations Officer being unable to run the examinations the following procedures will take place:

- The Assistant Principal will contact one of the Senior Invigilators to come in and assist him to manage the examination.
- In the event of bad weather one of the local teachers who is within walking distance has been briefed on managing examinations.