



The King David High School

Examinations Policy

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The purpose of this examination policy is:

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

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

The examination policy will be reviewed every two years.

The examination policy will be reviewed by the Head of Centre and Examinations Officer.

General

Examination Responsibilities

Head of Centre

Having overall responsibility for the school as an examination centre, the Head of Centre:

- Advises on appeals and re-marks.
- 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 examinations:

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies.
- Provides staff and candidates with timetables for all examinations 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 examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary internal assessment is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Administers access arrangements and makes applications for special consideration using the JCQ publication - Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages examination timetable clashes.
- Provides information on results achieved to SLT and teachers.
- Arranges for dissemination of examination 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 examinations.

Assistant Examinations Officer

- Receives, checks and stores securely all examination papers and completed scripts.
- Arranges posting of examination papers.
- Submits candidates' internal assessment marks, tracks despatch and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule.

Heads of Department

- Provide guidance and pastoral oversight for candidates who are unsure about examination entries or amendments to entries.
- Support post-results procedures.
- Accurately complete estimated grade sheets, internal assessment mark sheets and declaration sheets.
- Provide accurate entries and inform the Examinations Officer of any amendments in a timely manner.
- Adhere to deadlines set by the Examinations Officer.

Head of Careers

- Provides guidance and careers information.

Teachers

- Notify SENCO of any access arrangements which may be required (as soon as possible after the start of the course).
- Ensure that necessary internal assessment is completed on time and in accordance with JCQ guidelines.
- Submit lists of candidates, estimated grades and internal assessment marks to Heads of Department.

SENCO

- Administers access arrangements.
- Identifies and organises testing of candidates' requirements for access arrangements.
- Provides evidence for access arrangement applications.
- Provides 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.

Invigilators

- Conduct examinations in accordance with the JCQ Instructions for Conducting Examinations.
- Collect all examination papers in the correct order at the end of the examination and return them to the examinations office.

Candidates

- Check entries and inform the Examinations Officer of any amendments required in a timely manner.
- Understand and adhere to examination regulations.
- Understand and adhere to internal assessment regulations and sign a declaration that authenticates the internal assessment as their own.

Qualifications

Qualifications Offered

The qualifications offered at this centre are decided by the Head of Centre.

The qualifications offered are GCE, Functional skills and GCSE.

The subjects offered for these qualifications in any academic year may be found in the centre's option booklets for that year. If there has been a change of specification from the previous year, the examinations office must be informed by 15 September.

Informing the examinations office of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the subject teachers and Heads of Department.

Examination Series and Timetables

Examination Seasons

Internal examinations and assessments are scheduled in December/January and June/July.

External examinations and assessments are scheduled in November, January, March, and May/June.

The Head of Centre and Heads of Department decide which examination series are used in the centre.

Assessments are not offered on an on-demand basis.

Timetable

Once confirmed, the Examinations Officer will circulate the examination timetable for internal examinations and external examinations.

Entries, Entry Details and Late Entries

Entries, Entry Details and Late Entries

Candidates are selected for their examination entries by the Heads of Department and subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal. The Examinations Officer will only action the request if it is approved by the Head of Department or Head of Centre. There may be a charge involved.

The centre accepts entries from former candidates only.

Entry deadlines are circulated to Heads of Department via email.

Late entries are authorised by Heads of Department and Head of Centre.

Functional Skills, GCSE, AS and A2 retakes are allowed.

Re-sit decisions will be made by candidates in consultation with subject teachers and the Examinations Officer.

Examination Fees

Examination Fees

Functional Skills, GCSE, AS and A2 first entry examination fees are paid by the centre.

Re-sit fees are paid by the candidates.

Late entry or amendment fees are paid by the candidates.

Fee reimbursements may be sought from candidates who decide to sit an examination after the late entry/withdrawal deadline/fail to sit an examination/do not meet the necessary internal assessment requirements without medical evidence or evidence of other mitigating circumstances.

Candidates will not be charged for alterations arising from administrative processes, or for changes of tier or withdrawals made by the proper procedures, provided these are made before the relevant deadline.

Disability Discrimination Act

Disability Discrimination Act

All examination centre staff must ensure that the centre meets the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Examinations Officer and SENCO.

Access Arrangements

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENCO will also inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

A candidate's access arrangements requirements are determined by the SENCO and educational psychologists/specialist teachers.

Making access arrangements for candidates to take examinations is the responsibility of both the SENCO and the Examinations Officer.

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

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

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

Contingency Planning

Contingency planning for examinations administration is the responsibility of the senior leadership team.

Private Candidates

Managing private candidates is the responsibility of the Examinations officer.

Estimated Grades

Estimated Grades

Heads of Department are responsible for submitting estimated grades to the Examinations Officer when requested.

Managing Invigilators

Managing Invigilators

External invigilators and teachers are used to invigilate internal and external examinations.

Recruitment of invigilators is the responsibility of the senior leaders.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

CRB 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 by the centre administration.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

Examination Days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilators.

Site management is responsible for setting up the allocated rooms.

The Examinations Officer or invigilators will start all examinations in accordance with JCQ guidelines.

Subject staff may be present outside the examination room at the start of the examination to assist with identification of candidates, but must not advise on which questions or sections are to be attempted.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department at the end of the examination session.

Candidates

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 examination time at the discretion of the Examinations Officer.

Candidates may only leave the examination room for a genuine purpose and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates on examination day or subsequently. Administrative staff will attempt to contact any candidate who is not present at the start of an examination.

Clash Candidates

The Examinations Officer will be responsible as necessary for organising supervision of clash candidates, identifying a secure venue and arranging overnight stays.

Special Consideration

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Examinations Officer, or an invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within five days of the examination, for example by providing 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 examination.

Internal Assessments and Appeals

Internal Assessment (Controlled Assessment/ Coursework)

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

Marks for all internally assessed work and estimated grades are provided to the Examinations Officer by the Heads of Department.

Appeals Against Internal Assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the examinations 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 work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30 May, to the Head of Centre, 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 Examinations Officer and recorded for awarding body inspection.

Results

Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

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

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

EARs

EARs may be requested by centre staff if there are reasonable grounds for believing there has been an error in marking. They must obtain the approval of the Head of Centre.

Where centre staff have not requested an EAR, a candidate may apply to have an enquiry carried out, for which they will be charged.

ATS

After the release of results, candidates may request the return of papers, for which they will be charged.

Centre staff may request scripts for investigation or for teaching purposes, with the approval of the Head of Centre. The signed consent of candidates must be obtained.

Re-marks cannot be applied for once an original script has been returned.

Certificates

Certificates

Certificates are presented in person at Presentation Evening, or collected from the examinations office at a later date.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The centre retains certificates for one year.

Head of Centre

Examinations Officer

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Date

Date

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The policy is next due for review on 10/07/2013.