

## EXAMINATION POLICY

- **General**
- **Qualifications**
- **Examination series and timetables**
- **Entries, entry details and late entries**
- **Examination fees**
- **Disability Discrimination Act**
- **Estimated grades**
- **Managing invigilators**
- **Candidates**
- **Internal assessments and appeals**
- **Results**
- **Certificates**

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.
- Ensures compliance with the published regulations in order to deliver the qualifications

## Examinations Officer – Mrs Alison Burton

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 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 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 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**

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 who will be classed as external candidates.

Entry deadlines are circulated to Heads of Department via email.

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

GCSE( Maths & English only) 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**

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**

All exam centre staff ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. All examination centre staff 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.

The centre meets 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 following procedures below. This is the responsibility of the Head of Centre, Examinations Officer and SENCO.

### **PROCEDURES**

All exam rooms are accessible, chairs are available when queuing outside when required.

There is an appropriate toilet near or in all of these areas.

If any candidate needs to take regular medication, invigilators will make this possible. The Exams Officer should be notified if there are any exceptional health issues.

Any specialised equipment will be provided and an appropriate examination area selected.

Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate.

All invigilators will either receive group training including disability issues or will work alongside an experienced invigilator.

The SENCO will make the Exams Officer aware of any issues concerning individuals in the main exam rooms.

The SENCO/Exams Officer will take the lead in making access applications based on their close knowledge of the needs of students under their care. They will produce a list of the students involved together with their concessions and this list will be available in all exam rooms in the files or on desks.

Any complaints made by candidates with disabilities should be directed in the first instance to the Examinations Officer who will initiate an enquiry.

### **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. Students with a physical disability have their individual needs assessed in advance and arrangements are put into place and shared with the student to ensure they have full access to all examinations. SENCO pass all the relevant information to the Exams Officer who will apply online for the relevant Access Arrangements.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer. 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. See separate Contingency planning Policy

### **Private Candidates**

The School only accept past pupils as private candidates. Managing private candidates is the responsibility of the Examinations officer.

## **Managing Invigilators**

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

Recruitment of invigilators is the responsibility of the senior leaders and Exams Officer

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 trained 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 once all students have completed the examination as recommended by the JCQ.



## **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones, smart watches 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 for any arrangements that need to be made.

## **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 (Non Examined Assessment)**

It is the duty of Heads of Department to ensure that all Non Examined 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 are provided to the Examinations Officer by the Heads of Department via the electronic system.

### **Appeals Against Internal Assessments**

The process for managing appeals against Non Examined Assessment 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. It is possible to 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.

If a candidate is unable to collect in person a letter must be given in advance to the exams officer informing them of who will be collecting on their behalf. A form of identification must be brought with as well.

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.

### **Enquiries about Results- EARs**

Any student who wants to query a grade/mark awarded by an Awarding Body upon issue of results should adhere to the following procedure:

Contact the Examinations Officer **and** the subject teacher as soon as possible (but **at least 5 working days before the published deadline for EAR's**) in person, to discuss the mark/grade. The examinations Officer will advise on the options available to query the mark/grade, and the costs involved.

Students should be aware that EAR's can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form, to confirm that they understand the consequences of an EAR. Consent forms will be issued by the Examinations Officer.

The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on appropriate action taking into account the breakdown of marks; the grade boundaries; and the student's predicted grades.

### **If the department agrees to support the EAR:**

The request, together with the student's consent form, should be presented to the Examinations Officer **before the published deadline for EAR's**. The cost of the enquiry will be met by the Student. If the EAR is successful, the fee will be refunded.

### **If the Department does NOT agree to support the EAR:**

A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer **at least 5 working days before the published deadline for EAR's**. The appeal should state in detail the reason(s) for the appeal. This appeal should be signed, dated and should include a daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Leadership Team.

The outcome of the appeal will be communicated by telephone and first-class post within 24 hour of receipt. This decision is final.

If the Centre does not support the EAR, the student may still proceed with the EAR, but all costs involved will be paid by the student at the time the EAR is made. No EAR's will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EAR's. If the enquiry is successful, the fee will be refunded to the student.

Outcomes following EAR's will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Body.

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 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

.....

.....

Date

Date

.....

.....

The policy is next due for review on 15/07/2019.