



*Wisdom Service Hope*

**St Mary's & St John's CE School**

# **Examinations Policy**

## **2019 -2020**

Signed by:

\_\_\_\_\_ Principal

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

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## **The purpose of this exam policy is:**

- To ensure the planning and management of exams and controlled assessments 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.
- To ensure that controlled assessments are organised, conducted and assessed by staff who have the appropriate knowledge, understanding and skill.

It is the responsibility of everyone involved in the school's exams procedures to read, understand and implement this policy.

Where references are made to JCQ Regulations / guidelines further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **Procedures and Protocols**

### **1. Exam responsibilities**

#### **Head of Centre**

- The Principal has overall responsibility for the school as an examination centre.
- Is responsible to the Awarding Bodies for making sure all examinations/assessments are conducted according to the instructions and the qualification specifications issued by the Awarding Bodies.
- Advises on the submission of appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice in accordance with the JCQ document Suspected malpractice in examinations and assessments

#### **Exams Officer**

Manages the administration of public and internal exams and analysis of exam results.

- Acts on behalf of the centre in matters relating to the administration of Awarding Body examinations and assessments.
- Advises the Senior Leadership Team, teaching staff and relevant support staff on annual exam timetables and application procedures set by the various Awarding Bodies.
- Ensures that the school calendar includes 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.
- Obtains data on estimated entries from subject heads and submits it to exam boards.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts.

- Makes applications for special consideration using the JCQ Access Arrangements, Reasonable Adjustments and Special Consideration regulations for 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.
- Organises the recruitment, training and monitoring of the team of Exam Invigilators responsible for the conduct of exams.
- Displays a seating plan for each exam and provides Invigilators with all the necessary information for each exam.
- Submits candidates' controlled assessment marks / papers, tracks despatch and stores returned controlled assessments and any other material required by the appropriate Awarding Bodies correctly and on schedule.
- Follows up any reports of Malpractice during exams and reports these to the Head of Centre.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with SLT, any appeals/re-mark requests.

## **Invigilators**

Invigilators have a key role in upholding the integrity of the external examination/assessment process.

The role of the invigilator is to ensure that the examination is conducted according to the JCQ Instructions for Conducting Examinations (ICE). This implies in brief:

- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination before, during and after the examination.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.

Invigilators must:

- Maintain an air of quiet authority
- Give all their attention to conducting the examination properly
- Be able to observe each candidate in the examination room at all times
- Be familiar with emergency procedures
- Be familiar with the JCQ Instructions for Conducting Examinations (ICE)
- Be familiar with the JCQ Mobile Phone poster, JCQ Information for candidates, the JCQ Warning to Candidates and any specific instructions relating to the subjects being examined
- Inform the Principal if they are suspicious about the security of the examination papers. (In such cases, the Principal must inform the Awarding Body immediately and send a full written report within 7 days of the suspicion arising.)

## **Heads of Department**

- Guidance and pastoral oversight of candidates about exam entries or amendments to entries.
- Responsibility for ensuring that appropriate candidates are chosen and taught.
- Check each year for changes in syllabus content, assessment etc.
- Inform Exams Officer at the start of the year of estimated entries with exam board and syllabus

codes.

- Decide on appropriate levels of entry.
- Recommend which candidates should re-take exams at the school's expense.
- Inform SENDCo of candidates needing Access Arrangements (eg extra time, reader, scribe) as soon as possible after the start of the course and provide evidence from teachers which demonstrates this need.
- Accurately and punctually complete entry and all other mark sheets, to deadlines set by the Exams Officer.
- Accurately and punctually complete coursework mark sheets and declaration sheets and pass to the Exams Officer well before the deadline set by the exam boards.

### **Special Educational Needs Co-ordinator (SENDCo)**

- Responsible for Access Arrangements.
- Identification and testing of candidates requirements for Access Arrangements and notifying the Exams Officer in good time so EO is able to put arrangements in place for exam day.
- Makes online application to awarding bodies.
- Advises subject teachers in order to help SEN pupils achieve their potential.
- Ensures that additional support is available for SEN where access arrangements have been approved by the awarding bodies.
- Ensures that the request for access arrangements is response to learning needs as identified by teacher, not medical professional or parent/carer.

### **Network Manager**

- Responsible for providing facilities for on-screen tests.
- Available throughout on-screen tests to provide technical support in case of malfunctioning of equipment, software or the on-screen test itself.

### **GCSE Candidates**

Responsible for

- Checking their own personal details and entries and reporting errors to the Exams Officer.
- Reading the school Exams Handbook and JCQ notices.
- Understanding controlled assessment regulations and signing a declaration that authenticates this work as their own.
- Completing controlled assessment by the date set by the teacher.
- Informing the school, the Exams Officer or the exam Invigilator of any event (eg illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam) for which special consideration might be sought from the exam board
- Ensuring they conduct themselves in all exams according to JCQ regulations – “Information for candidates” & “Warning to candidates”, (copies of each in Students GCSE examinations handbook).

## 2. Qualifications

- The qualifications offered at this school are decided by SLT and Heads of Department.
- The school is not able to enter students for examinations once they have left the school.
- The qualifications offered are GCSE.
- Informing the Exams Officer of changes to a specification is the responsibility of the Heads of Department.
- The Headteacher will decide if the school can administer examinations related to study outside of school hours. Parents/carers may be asked to pay for any cost incurred for the administration of such exams.

## 3. Exam series and timetables

### Exam series

- Internal exams are held under exam conditions and are scheduled as follows:

November & February	Mock GCSEs	Year 11,
February & June	Mock GCEs	Year 12
May	Mock GCSEs	Year 9
June	Mock GCSEs	Year 10
- External GCSE exams are scheduled in May/June.

### Timetables

- The Exams Officer will circulate the exam timetables for internal and external exams via notice boards, website and email.
- The Exams Officer will issue candidates with a personal timetable for GCSE exams. Candidates are responsible for checking all details including name and date of birth, and signing to confirm receipt.
- Amendments: the Exams Officer will issue revised personal timetables, clearly marked as such, when changes are made. Candidates will be asked to sign to confirm they have received the amended timetable.

## 4. Entries, Entry Details and Late Entries

- Candidates are selected for their exam entries by Heads of Department
- The school does not normally accept entries from external candidates.
- The Exams Officer informs Heads of Department about entry deadlines.
- Late entries are authorised by SLT and Heads of Department.
- Penalty fees may, if appropriate, be charged to Departments or parent/carers

## 5. Exam Fees

- The school will pay all normal exam fees on behalf of candidates.

- 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 before exam board deadlines. Any fees generated after official exam board deadlines will be charged to the department.

## **6. Disability Discrimination Act (DDA), special needs and access arrangements**

### **DDA**

- All staff with responsibility for exams must ensure that they meet the disability provisions under the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.
- 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.
- Pupils with disabilities must be given full access to exams according to their needs.

### **Special needs**

- A candidate's special needs requirements are determined by the SENDCo, from evidence submitted by teachers, in consultation, if necessary, with a doctor, Educational Psychologist or Specialist Teacher.
- Statemented pupils are automatically eligible for up to 25% additional time in exams.
- At the beginning of a course, Heads of Department refer any other pupils whom they consider to be in need of special facilities to the SENDCo for assessment.
- The SENDCo will inform teachers and the Exams Officer of any special arrangements that individual candidates can be granted during the course and in the exam.

### **Access arrangements**

- Making access arrangements for candidates to take exams/controlled assessments is the responsibility of the SENDCo with the Exams Officer.
- Access Arrangements should reflect the learning need and usual way of working of a candidate in the classroom. Exams must be taken in a candidate's normal way of working.
- Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the SENDCo but is normally carried out by the HLTA Assistant to SENDCo.
- Providing evidence and completing form 8 in support of an access arrangement application is the responsibility of the SENDCo.
- Rooming for access arrangement candidates will be arranged by the Exams Officer and the SENDCo.
- Invigilation and support for access arrangement candidates will be organised by the Exams Officer and the SENDCo.

## **7. Estimated / Forecast grades**

- The Heads of Department and subject teachers will submit estimated/forecast grades to the

- exams Officer when requested

## **8. Invigilators and exam days**

### **Invigilators**

- Invigilators will be used for all external exams and Upper School internal exams where possible.
- The recruitment of Invigilators is the responsibility of the Exams Officer.
- Securing the necessary DBS clearance for new Invigilators is the responsibility of the Human Resources department.
- All invigilators must have DBS clearance
- Invigilators are trained, timetabled and briefed by the Exams Officer in accordance with JCQ Instructions for Conducting Examinations (ICE) document.
- Invigilators' rates of pay are set by the Headteacher.

### **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 Caretaker is responsible for setting up the allocated rooms.
- The Exams Officer/Lead Invigilator will start all exams in accordance with JCQ guidelines.
- Members of SLT may, in accordance with the guidance provided by the JCQ (Appendix 8 'The People present in the Examination Room' in ICE book), be present at the start of the exam:
  1. check that candidates have been issued with the correct question paper
  2. to assist with the identification of candidates
  3. to deal with any disciplinary matters
  4. to check that candidates have the appropriate equipment and materials for the examination.
- Members of centre staff may not:
  1. have access to the examination question paper unless this is specifically requested by either the Exams Officer or Lead invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the Exams Officer needs this to be verified by the relevant subject teacher before contacting the Awarding Body.
  2. give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content.
- Subject teachers may be on hand in practical exams in case of any technical difficulties.
- Exam question papers must not be removed from the exam room before the end of a session. Question papers will be distributed to Heads of Department the day after the exam.

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

### **Candidates**

- The Exams Officer will provide a written Examinations Handbook to all Year 11
- The school'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 school 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.
- Candidates may only leave the exam room for a genuine purpose (illness or toilet break) requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- The Exams 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 Exams Officer will be responsible for the supervision of escorts, identifying a secure venue and arranging overnight stays.

#### **Special consideration**

- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or be otherwise disadvantaged or disturbed during an exam, it is the candidate's responsibility to alert the school, the Exams Officer, or the exam Invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence for example 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.

## **10. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)**

### **Results**

- Candidates will receive individual results slips on results days either
  1. in person at the school
  2. by post to their home addresses
  3. to the candidates school email (providing this has been arranged with the Exams Officer before results day).
  4. A named person may collect results with the candidate's written permission (providing that this has been arranged with the exams officer before results day)..
- Arrangements for the school to be open on results days are made by the Principal.
- The provision of staff on results days is the responsibility of the Principal.

### **Enquiries About Results (EARs)**

- EARs may be requested by school staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- EARs may be requested if a candidate is close to the next higher grade boundary.
- If a result is queried, the Department Head will decide whether to request a re-mark at the school's expense. Results may go up, stay the same or go down.
- When the school does not support a candidate 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 school staff, they will be charged. If the grade is increased as a result of the EAR the parent/carer will be reimbursed.
- A candidate's consent must be obtained before any EAR is made

### **Access to Scripts (ATS)**

- After the release of results, candidates may ask the Exams Officer to request the return of scripts. The Awarding Bodies charge for this service and the cost is passed on to the parent/carer. No scripts are released until after the final outcome following Enquiries After Results.
- School staff may also request scripts for investigation or for teaching purposes; the cost will be borne by the Department. The consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

### **11. Certificates**

- Certificates will also be available for collection from reception in Upper School, Stamford Raffles, Downage from 1st December 2020 until 29th February 2021.
- Certificates may be collected on behalf of a candidate by a third party, providing this has been arranged with the Exams Officer. The third party must sign to confirm that they have collected the certificates.
- Replacement certificates are only issued by Awarding Bodies and a candidate must pay the costs incurred.
- The school retains certificates for one year, after which time they are confidentially destroyed.