



EXAMINATIONS POLICY

2016/2017

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The purpose of the Examination 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 Examination Policy will be reviewed annually by the Deputy Head (Academic) and the Exams Officer.

1. Exam responsibilities

Head

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- the Head is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Officer

Manages the administration of public and internal exams and production of exam results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff 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 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
- identifies and manages exam timetable clashes
- helps with the accounts for income and expenditures relating to all exam costs/charges
- liaises with the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams both internal and external

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- liaises with the Deputy Head (Academic) in producing exam timetables for all internal exams
 - prepares and presents reports to the Deputy Head (Academic) showing results achieved
 - submits candidates' coursework marks, tracks dispatch 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 maintains systems and processes to support the timely entry of candidates for their exams.
 - ensuring that the candidates are aware of the JCQ regulations for conduct in examinations and coursework
 - with the Learning Support Department, administers access arrangements and makes 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*
 - organise the examination invigilation rota.
 - maintain contacts with external invigilators, making sure that all checks are in place (eg DBS) and ensure confidentiality agreements are signed.
 - forward, in consultation with the Heads of Department, any appeals/re-mark requests
 - organise the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exam

Deputy Head (Academic)

- with the Exams Officer, ensure that the candidates are aware of the JCQ regulations for conduct in examinations and coursework
- following up suspected malpractice.

Heads of Department

- guidance and pastoral overseeing of candidates who are unsure about exam entries or amendments to entries.
- involvement in post-results procedures.
- accurate completion of coursework mark sheets and declaration sheets.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

Head of Careers

- Guidance and careers information.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.

Learning Support Department

- 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.

Invigilators

- collection of exam papers and other material from the exams office 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
- checking off collected scripts on the attendance register.
- completion of a Seating Plan for all examinations.
- must be aware of evacuation procedures in any emergency.
- See Exams Policy file for 'The Role of an Invigilator'
- See Exams Policy file 'Emergency Evacuation Procedures

Candidates

- confirmation of entries.
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- See Exams Policy file for all JCQ Candidate Information distributed to students

Administrative Staff

- Support for the dispatch of scripts.
- Posting of exam results and certificates.
- Keeping a record of secure material arriving at Blundell's.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head, Deputy Head (Academic) and the Heads of Department.

The statutory tests and qualifications offered are GCSE and GCE (AS and A levels).

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed.

At Key Stage 4

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

At Post-16

2016-2017 It is expected that AS modules of the unreformed subjects will be completed during year 12.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in November, January and June on consultation with the Deputy Head Academics)

External exams are scheduled in November (Mathematics/English GCSE retakes only), January (Mathematics iGCSE) and June (GCSE and GCE).

All internal exams are held under external exam conditions.

The exam series used in the centre are decided by the Deputy Head (Academic) and the Head.

3.2 Timetables

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

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Heads of Department.

A candidate or parent can request a subject entry, change of level or withdrawal, subject to agreement with the centre.

The centre accepts external entries only under exceptional circumstances.

4.2 Late entries

Entry deadlines are circulated to Heads of Department via email and post.

Late entries are authorised by Heads of Department.

4.3 Retakes

Candidates may retake units of unreformed A-levels at the discretion of the Heads of Department and Deputy Head (Academic)

Retake decisions will be made in consultation with the candidates, subject teachers and the Heads of Department.

(See also section 5: Exam fees)

5. Exam fees

GCSE/AS/A2 initial registration and entry exam fees are paid by the candidates.

Late entry or amendment fees are paid by the candidates.

Reimbursement will not be sought for candidates who fail to sit an exam or meet the necessary coursework requirements.

Retake fees for first and any subsequent retakes are paid by the candidates.
(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a results.
(See also section 11.2: Enquiries about results [EARs])

6. The Special Education Needs and Disability Act, Equality Act and Access Arrangements

6.1 The Special Education Needs and Disability Act 2014 and Equality Act 2010

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. A copy of school's Accessibility Policy is kept in the Exams Policy file in the Exams Office.

6.2 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. The SENCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the Head of Learning Support (SENCo) and 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 Head of Learning Support in conjunction with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Head of Learning Support in conjunction with the exams officer.

NB: See Exams Policy file and Staff Handbook for policies on a) use of a Word processor, and b) Special Needs Policy

7. Estimated grades

The Heads of Department will submit estimated grades to the exams officer when requested by the Exams Officer should they be required.

8. Managing invigilators and exam days

8.1 Managing invigilators

As far as possible, external invigilators will be used for all exam supervision.

The recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary DBS clearance for new invigilators is the responsibility of the Recruitment Department in the Bursary

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators' rates of pay are set by the centre administration.

8.2 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 School Porter and Exams Officer are responsible for setting up the allocated rooms.

The invigilator will start all exams in accordance with JCQ guidelines.

Subject staff are not permitted to be present at the start of the exam. Senior members of staff may be present if necessary at the start of an exam to assist with identification of candidates if necessary but they may not view the paper(s) to be sat in that session.

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

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

9. Candidates, clash candidates and special consideration

9.1 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, they must be accompanied at all times.

The Exams Officer notifies the School Office who are then responsible for locating candidates who are late for their exams, or do not turn up at all.

9.2 Clash candidates

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

9.3 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 exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Department will ensure all coursework is ready for dispatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Exams Office by the Heads of Department.

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, a copy of this procedure is kept in the Exams Policy file in the Exams Office and also displayed on the Exams Board in the Main Corridor.

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 coursework 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 (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Head's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

Candidates will receive individual results by email on results days to their school email address

Arrangements for the school to be open on results days are made by the School Office.

The provision of staff on results days is the responsibility of the Head and Deputy Head (Academics)

11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

Before a request is submitted by the candidate they must discuss the validity of their request with the Head of Department.

The procedure and form for requesting an EAR are available from the school in several different ways. A link to the forms is sent on the covering email on Results day, on the school website, and a paper copy is made available in the School Office.

11.3 ATS

After the release of results, AS/A2 candidates may request the return of papers within seven days' scrutiny of the results in order to assess whether to ask for a remark or not.

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.

12. Certificates

Certificates are posted (first class) after receipt from the boards.

Certificates may not be collected on behalf of a candidate by a third party.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for two years.