



EXAMINATIONS POLICY

Contents

- a. The Examination Policy
- b. Qualifications
- c. Exam Series and Timetables
- d. Entries, Entry Details and Late Entries
- e. Examination Fees
- f. The Equality Act
- g. Estimated Grades
- h. Managing Invigilators
- i. Candidates
- j. Internal Assessments and Appeals
- k. Results
- l. Certificates

a. The Examination Policy

The policy purpose

The purpose of this exam policy is:

- to ensure that 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 exam policy will be reviewed on a 2 year basis by the Deputy Head and Exams officer.



EXAMINATIONS POLICY

Examination Responsibilities

Head of Centre: Principal

- Overall responsibility for Hele's School as an Examination Centre.
- Final decision on appeals and malpractice rests with Head of Centre.

SLT link for Exams - Assistant Principal

- Strategic oversight of examination system in conjunction with the Senior Exams Officer;
- Line management of the Senior Examinations Officer;
- Examination briefings in student assemblies;
- Liaison with exams officer on issues of malpractice in examinations.

Senior Exams Officer

- Manages the administration of public and internal exams;
- line management of deputy Examinations Officer;
- 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 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 coursework, non examined 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;
- identifies and manages exam timetable clashes;
- liaises with Business Manager for income / expenditures relating to exam costs/charges;
- manages the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams;
- oversight of Teaching staff submitting candidates' coursework marks electronically, tracks despatch 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 forwards, in consultation with the SLT, any appeals/re-mark requests;
- maintains systems and processes to support timely entry of candidates for exams.

Deputy Exams Officer

- To assist the Senior Exams Officer is the preparation, execution and administration of all internal and external examinations taken at Hele's School.
- Guidance and support for all exam candidates with access arrangements, in close liaison with SEN department staff.
- Assists in the recruitment, training and daily management of a team of Invigilators



EXAMINATIONS POLICY

Heads of Department

- Accurate completion of exam entry requests to the Exam Office, adhering to internal deadlines.
- Guidance and support to candidates regarding exam entries, and choice of tier.
- Completion of online coursework/controlled assessment marks to the exam boards secure sites.
- Collates departmental requests for post result services, collecting authorisation from students.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course);
- Submission of candidates' names to heads of department/school/curriculum.

Heads of House

- Must ensure the Exams Officer is notified on the day of exam, and student who is unwell, or any incident which requires an application for 'Special Consideration'

The SEN Coordinator (SENCo) is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Processing online applications in accordance with JCQ for all candidates requiring access arrangements.
- Allocating staff (TA) to students for exams as identified by the Exams Officer on production of student timetables.
- 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 are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Completion of attendance registers for main exam room.
- Recording any incidents occurring during the exam in the 'Incident Log Book'
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.



EXAMINATIONS POLICY

b. Qualifications

- The qualifications offered at this centre are decided by the Head of Centre, Heads of Department and the Senior Leadership Team.
- The qualifications offered are GCE, Functional skills, CIDA, GCSE, BTEC, OCR National and ECDL.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there is to be a change of specification from the previous year, the exams office must be informed by the end of June in the previous year.
- Informing the exams office of changes to a specification is the responsibility of the Head of Department or Head of Subject.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates' parents/carers, Head of Department or Head of Year.

Key Stage 4 students will be entered for GCSE qualifications

Post 16 students will take GCE qualifications over a 2 year period.

BTEC students will be registered on courses of one year. In Post 16 they can be topped up in the second year.

c. Examination Series and Timetables

- Year 11 Internal exams and assessments are scheduled in November/December/February
- Year 12/13 Internal exams and assessments are scheduled in January
- Year 10 Internal exams and assessments are scheduled in June/July
- External exams and assessments are scheduled in November, January, March, May and June.
- Internal exams are held under external exam conditions, even if conducted in classrooms.
- The Heads of Subject and Departments decide which exam series are used in the centre.
- On-demand assessments are scheduled in agreement with the exams officer.
- Once confirmed, the exams officer will circulate timetables for internal and external examinations.

d. Entries, Entry Details and Late Entries

- Candidates are selected for their exam entries by the Heads of department, Heads of Subject and Subject Teachers.
- Candidates or their parents/carers may request a subject entry, change of level or withdrawal. The decision will be made by a member of SLT
- The centre accepts external entries from former candidates only.



EXAMINATIONS POLICY

- The centre does not act as an exam centre for other organisations.
- Entry deadlines are circulated to Heads of Department via e-mail, notice board and briefing meeting.
- Late entries are authorised by Heads of Subject, Heads of Department and Exam officer.
- GCSE re-sits are allowed in English and Maths only.
- AS level re-sits are allowed as required to maximise performance, although the cost of any taken during Year 13 must be met by the candidate.
- Post 16 students will take their exams at the end of the 2 year course in Year 13, unless otherwise agreed by the SLT Head of Post 16.
- Re-sit options are available for legacy GCE specifications and ECDL units and BTEC's.

e. Exam Fees

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 within the time allowed by the awarding bodies.

- GCSE entry exam fees are paid by the Centre.
- AS (legacy) entry exam fees are paid by the Centre, except for those taken during Year 13.
- GCE (2 year course) entry exam fees are paid by the Centre.
- Late entry or amendment fees are paid by the Departments
- Re-sit fees are paid by the Centre apart from AS-level re-sits taken during Year 13 and BTEC's.
- Private candidates' exam fees are paid for by the candidate

Fee reimbursements are sought from candidates:-

- who decide to sit an exam after the late entry/withdrawal deadline;
- Fail to sit an exam or do not meet the necessary coursework requirements, without medical evidence or evidence of other mitigating circumstances.

f. The Equality Act , special needs and access arrangements.

The Equalities Act 2010 and the Disability Equality Scheme require schools and local authorities to actively promote the quality of opportunity for disabled people. The DDA requires schools:

- Not to treat disabled students less favourably
- To make reasonable adjustments to ensure that disabled students are not at a substantial disadvantage.
- To draw up a plan to show how, they will increase access to education for disabled students (School Accessibility Plan).

Please refer to School's Access Plan.



EXAMINATIONS POLICY

Measures are 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.

The Equality Act 2010 definition of disability is usually considered cumulatively in terms of:

- Identifying a physical or mental impairment
- Looking into adverse effects and assessing which are substantial
- Considering if substantial adverse effects are long term
- Judging the impact of long term adverse effects on normal day to day activities

The centre will meet the requirements of Equality Act 2010, by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre and SENCo.

Access arrangements

- The SENCo will inform the Senior Exams Officer of candidates with special educational needs who are embarking on a course leading to an exam. The Exams Officer can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.
- A candidate's access arrangements requirement is determined by the Specialist Teacher within centre.
- Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo.
- Rooming for access arrangement candidates is arranged by the Exams officer.
- Invigilation will be arranged by the Exams Officer and support for access arrangement candidates will be organised by the SENCo

Overseas students

Managing overseas students is the responsibility of the Senior Leadership team.

Contingency planning

Contingency planning for exams administration is the responsibility of the Senior Leadership team. Please see Exams Contingency Policy.

Private candidates

The management of private candidates is the responsibility of the candidate, although Exams Officer will liaise with the Head of Department as required.



EXAMINATIONS POLICY

g. Estimated Grades

Heads of Department and Heads of Subject are responsible for submitting estimated grades to the Exams office when requested by the exams officer

h. Managing Invigilators

Managing invigilators

External staff are used to invigilate internal and external examinations.

Recruitment of invigilators is the responsibility of the Exams office.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration.

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

Invigilators are timetabled and briefed by the Exams office.

Invigilators rates of pay are set by the centre administration.

Malpractice

The Senior Leadership Team is responsible for investigating suspected malpractice. See School Policy.

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 site management team are responsible for setting up the allocated rooms.

The Senior Exams Officer/Deputy Exams Officer will start all exams in accordance with JCQ guidelines.

Pastoral Support Managers may be present at the start of the exam to assist with identification of candidates.

In practical exams subject teachers should be on hand to resolve any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room. Papers will be distributed to heads of department the day after the exam.



EXAMINATIONS POLICY

i. Candidates

The centre's published rules on the acceptable dress, behaviour and use of mobile phones or other electronic devices by candidates 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 exam time at the discretion of the exams officer or senior invigilator.

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

The Exams officer is responsible for handling late or absent candidates on exam day or afterwards.

Clash candidates

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue for supervision between exam clashes.

Special consideration

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

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's Head of Year. The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

j. Internal Assessments and Appeals

Internal assessment replaces the largely discontinued term coursework

- It is the duty of Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The exams 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 exams office by the Heads of Subject / Department.



EXAMINATIONS POLICY

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office and school website

Refer to School Policy

k. Results

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

- Candidates will receive a Statement of Results on results days, either in person at the centre or by post to their home addresses, candidates to provide self-addressed envelope.
- All results will be emailed before midday on the day of issue to the candidate's school email.
- Arrangements for the centre to be open on results days are made by the Exams Officer.
- The provision of staff on results days is the responsibility of the Exams Officer.

EARs

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.
- If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's/candidate's expense.
- When the centre does not support a candidate's 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 subject staff, they will be charged.

APPEALS

Stage 1 Appeals

- Head of Centre or Private Candidate should submit a request in writing to the relevant Exam Board for a Stage 1 Appeal. Appeals are to be made within two calendar weeks of receiving the outcome of the enquiry about results.
- Appeals should be submitted in accordance with the JCQ 'A guide to the awarding bodies' appeals processes'. Reference to the *Code of Practice* issued by Ofqual should be used.

Stage 2 Appeals

- If the Head of Centre or Private Candidate remains dissatisfied with the outcome of the Stage 1 Appeal, a written request (using JCQ/APP 1) for a Stage 2 Appeal should be sent to the relevant awarding body.
- A request for Stage 2 Appeal must be made within two calendar weeks of receipt of the Stage 1 Appeal outcome letter. (This time scale does not make allowance for the time the centre may be closed for holidays.)



EXAMINATIONS POLICY

- Stage 2 Appeals process will involve an Appeals Hearing. Awarding bodies convene a panel of 3 or 4 people not directly employed by them.
- The hearing will complete the awarding body's internal appeals procedure and no further appeals within the awarding body will be accepted.

Appeals to EAB

- If the Appellant remains dissatisfied with the Stage 2 outcome, they may appeal to the Examinations Appeals Board (EAB), an independent Body.
- Appeals to the EAB must be submitted within three weeks of receipt of the draft report on the Stage 2 Appeal.

ACCESS TO SCRIPTS

- After the release of results, candidates may ask the Exams Officer to request the return of papers. This will be processed once full payment has been received.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Students and Departments may request a 'Review of Moderation' for script(s). A signed consent form and payment must be received before processing.
- GCSE re-marks cannot be applied for once a script has been returned.

I. Certificates

Certificates

- Certificates are presented in person and signed for; they may be collected on behalf of a candidate by third parties who present authorisation from the candidate.
- The centre retains certificates for two years.

Reviewed by Mrs K A Pollard

Date: 1st October 2017

Hele's School Policy No:		Person Group Responsible:	SLT/Exam Officer
Review Period	Biannual	Last review Date:	October 2017
Related documentation			



EXAMINATIONS POLICY
