



# Examinations Policy



Date Reviewed:	July 2019
Review Frequency:	Annually
Date of next review:	The review of this policy has been put on hold due to the postponement of exams during the Covid-19 restrictions.
Governor Signature:	

## **Our Ethos:**

‘Everyone in our school community has a right to learn and grow, be treated with respect and feel safe. Each has a responsibility too to conduct themselves in a way that helps promote these rights helping us to ensure that we continue to develop a culture and ethos in which every person feels valued and knows how to value the contribution of others.’

## Contents

- The Centre Exams Policy
- Exam Responsibilities
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Examination Appeals Process
- Fire Protocol for Examinations
- Equality legislation
- Estimated grades
- Candidates
- Internal assessments and appeals
- Results
- Certificates

### The purpose of this Exams Policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.
- To ensure the examinations system in SSPS combines entitlement with flexibility.
- To ensure Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent; administration helps them to achieve their best.
- To ensure Students undertake examinations knowing what is expected of them in terms of preparation and behaviour.
- To ensure Students are guided in their decisions about whether to withdraw an examination entry and do so with full knowledge of the implications for their careers or further education.
- To ensure Staff understand fully their obligations and responsibilities with relation to examinations.
- To ensure the school meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and results service.
- To ensure accurate examination data is available to inform target setting.

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

The Assistant Head will review the Exams Policy **each year** in consultation with the Exams Officer and the Headteacher.

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

## Exam responsibilities

### The Head of Centre: Headteacher

- Has overall responsibility for the school/college as an exams centre and advises on appeals and remarks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document: *Suspected malpractice in examinations and assessments*.

### **SLT: Assistant Headteacher Curriculum and Exams**

- Organisation of teaching and learning and therefore of the opportunities for external validation of courses followed at key stages 4.
- Overseeing selection of boards and exams for each qualification.

### **Pastoral Centre Leads**

- Guidance and pastoral oversight of students in ensuring that all students receive, via tutors, relevant documentation relating to entries, regulations and arrangements (including those who are unsure about examination entries or where alteration of the initial entry is made).
- Liaison with Assistant Head and Careers Adviser to ensure impartial advice and guidance is given

### **Exams Officer:**

- Manages the administration of *internal exams and/or external exams*.
- Advises the Senior Leadership Team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures, as set by the various awarding bodies.
- Oversees the production and distribution, to all centre 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 exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- 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 and ensures that scripts are dispatched as per the guidelines.
- Makes applications for special consideration following the regulations in the JCQ publication: *A guide to the special consideration process*.
- Accounts for income and expenditures relating to all exam costs/charges.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

### **Assistant Head KS4 is responsible for:**

- Guidance and pastoral oversight of candidates.
- Line management of the exams officer.
- *Formulation of exam guidelines and practice within the school.*
- *Organisation of exam timetables and invigilation.*
- *Oversees dissemination of good practice.*
- *Maintains contact with parents.*
- *Acts as Quality Assurance on relevant qualifications for Awarding Bodies.*
- *Liases with awarding bodies for inspections.*
- *Responsible for data and tracking.*
- Accurate completion of entry and all other mark sheets and adherence to deadlines
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets;
- Decisions on post-results procedures.
- Working with all Teachers to ensure accuracy in entries and predictions

**Teachers** are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the Assistant Head and/or exams officer.

The **Special Educational Needs Coordinator (SENCo)** is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements.
- Process any necessary applications in order to gain approval (if required).
- Working with the exams officer to provide the access arrangements required by candidates in exams rooms.

**Invigilators** are responsible for:

- Assisting the exams officer in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the Exams Office.

**Candidates** are responsible for:

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

## **Qualifications offered**

The Head teacher and SLT decide the qualifications offered at this centre.

The types of qualifications offered are GCSE, BTEC, Functional Skills and Level 1 and Level 2 courses as appropriate.

- All students should be entitled to and enabled to achieve an entry for qualifications from an external awarding body.
- All students will be monitored carefully throughout their time at SSPS and the correct qualifications offered.
- Any proposed major changes to the examination board, style or timing of examinations must be discussed and approved by SLT based on information given by the relevant subject leader.

## **Exam timetables**

Once confirmed, the Exams Officer and Assistant Headteacher will circulate the exam timetables for *internal and/or external exams* at a specified date before each series begins.

## **Examination appeals procedures**

The school is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency. If students believe that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

**Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.**

The existence of this procedure is made known to students by reference in a letter and at the start of examinations courses and in this examinations policy, which is available for inspection on request.

- Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examinations series (e.g. the last GCSE written paper in the June GCSE exam series).
- Appeals should be made in writing to the Exams Officer who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Exam Officer was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Exams Officer is not able to conduct the investigation for any other reason.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of OfQual.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment;
- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work.** If you have concerns about it, please ask the examination office for a copy of the appeals procedure of the relevant awarding body. Details of the appeals procedure for the relevant awarding body are available from the examination officer.

### **Fire Protocol for Examinations**

Unless the Headteacher confirms that the fire alarm has been set off erroneously then the examination hall will be evacuated and candidates kept separate from the rest of the school in a designated assembly point. The Deputy Head with exams responsibility will take charge of the evacuation and will keep candidates separate and incommunicado while the emergency exists. As soon as the examination room is empty, all doors will be locked to secure papers. Students will recommence with their examinations as soon as it is possible to do so. The relevant examinations boards will be immediately informed as to what has occurred.

If the Headteacher is satisfied that no danger exists to candidates and that the fire bell has been rung in error, candidates will continue with their examination, but the relevant examination boards will be informed about the potential impact of the disruption to the examinations.

## Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Assistant Head.

## Access arrangements

- The SENCo / Exams Officer will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams;
- A candidate's access arrangements requirement is determined by the SENCo teacher;
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of SENCo teacher/Subject teacher/Lead of Learning.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo teacher/ Exams Officer.
- Rooming for access arrangement candidates will be arranged by the Assistant Head /Exams Officer
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Assistant Head/ Exams Officer.

## Contingency planning

Contingency planning for exams administration is the responsibility of the *Assistant Head / Exams Officer under the authority of the Headteacher*

**Contingency plans are available via email, briefing meetings, P Drive and SLP, and are in line with the guidance provided by OfQual, JCQ and awarding organisations.**

***A contingency plan is produced and reviewed on a regular basis in the light of local or national issues that could disrupt the running of the exam process or the ability of students to sit exams in a timely way in accordance with PFQUAL and Awarding body regulations and requirements.***

## Malpractice

The head of centre in consultation with the Assistant Head/Exams Officer is responsible for investigating suspected malpractice and reporting as appropriate to the Awarding Bodies or OFQUAL

## Exam days

- Staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance;
- The Exams Officer / Senior Invigilator will start and finish all exams in accordance with JCQ guidelines;
- Subject staff *may* be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do;
- In practical exams, subject teachers' availability will be in accordance with JCQ guidelines;
- 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 in accordance with JCQ's recommendations and no later than the next day after candidates have completed them;
- After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with *invigilators*.

## Candidates

- The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Assistant Head / Exams Officer;
- The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage;
- In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room;
- 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 *Senior Leadership team/Exams Officer*;

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The *Exams Officer / Assistant Head* is responsible for dealing with late or absent candidates on exam day.

**Once entered and agreed, if students do not attend for an exam and do not have a valid or recognised reason then the parents or carers will be liable for the costs of that exam. This position will be communicated to parents and carers by letter before the commencement of the exam period.**

## Special consideration

Should a candidate be unable to attend an exam because of illness, or suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's *Exams Officer* to that effect.

The candidate must support any special consideration claim with appropriate evidence within *three* days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within *the time frame set out by the awarding bodies*.

## Internal assessment

It is the duty of Teachers to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer *will* assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Exams Office by the *Teachers*. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

## Results

Candidates will receive individual results slips on results days:

- *in person at the centre*;
- *by post to their home address - candidates to provide a self-addressed envelope*;
- *Collected and signed for*.

The results slip *will* be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the *Senior Leadership Team / Exams Officer*.

The provision of the necessary staff on results days is the responsibility of the Assistant Head and Exams Officer

**Certificates**

Candidates will receive their certificates:

- *in person at the centre*
- *by post to their home address (candidates to provide a self-addressed envelope)*
- *collected and signed for*

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

**This policy is to be read in conjunction with the appendix documents that relate to contingency planning and use of electronic devices. National circumstances that effect the exam season will communicated by OFQUAL and the relevant government departments and the school will use the guidance in the administration of exams.**

Headteacher

Exams Officer

Date

.....

.....

.....