

# St Augustine's RC High School



## Examinations Policy

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## **The purpose of this exam 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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Head of Centre, School Leadership Team, Curriculum Leaders and the Exams Officer, for the approval of the governors.

## **1. Exam responsibilities**

### **HEAD OF CENTRE**

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks;
- the Head of Centre 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.

- advises the School Leadership Team, Curriculum Leaders 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, governors 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 Curriculum Leaders to ensure that necessary assessments are completed on time and in accordance with JCQ guidelines;
- receives, checks and stores securely all exam papers and completed scripts;
- identifies and manages exam timetable clashes;
- accounts for income and expenditures relating to all exam costs/charges;
- manages the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams;
- submits candidates' non-examination assessment marks, tracks despatch and stores returned controlled assessment 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 the timely entry of candidates for their exams.

## **SCHOOL LEADERSHIP TEAM**

- Organisation of teaching and learning.
- External validation of courses followed at Key stage 4 / post-16.

## **CURRICULUM LEADERS**

- Guidance and pastoral oversight 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.

## **TEACHERS**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to Curriculum Leaders.

## **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.

## **LEAD INVIGILATOR/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.

## **CANDIDATES**

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

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the Curriculum Leaders and the School Leadership Team.

The statutory tests and qualifications offered are GCSE's, BTEC & Cambridge Nationals.

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 officer must be informed by the end of the summer term each year.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, Curriculum Leaders, School Leadership Team and the Year Leaders.

At Key Stage 4, all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

### **3. Exam seasons and timetables**

#### **3.1 Exam seasons**

Internal exams are scheduled throughout the year depending on the needs of each curriculum area.

External exams are scheduled in January and May/June.

All KS4 internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the School Leadership Team and the Curriculum Leaders.

#### **3.2 Timetables**

Once confirmed, the Exams Officer will circulate the exam timetables for external exams.

### **4. Entries, entry details and late entries**

#### **4.1 Entries**

Candidates are selected for their exam entries by the Curriculum Leaders.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.

The centre does not accept entries from external candidates.

#### **4.2 Late entries**

Entry deadlines are circulated to Curriculum Leaders by the Exams Officer.

Late entries are authorised by the School Leadership Team, Curriculum Leaders and Exams Officer.

## **5. Exam fees**

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

Late entry or amendment fees are paid by departments

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.

## **6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

### **6.1 DDA**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **6.2 Special Needs**

A candidate's special needs requirements are determined by the Head of Learning Support.

The Learning Support department will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. They can then inform individual staff of any special arrangements those individual candidates can 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 SENCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by Learning Support with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Head of Learning Support.

## **7. Estimated grades**

These are no longer required by the Examination Boards.

## **8. Managing invigilators and exam days**

### **8.1 Managing invigilators**

External invigilators will be used for all external exams and internal exams where the timetable has been collapsed.

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

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Finance Manager. CRB 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 Head of Centre and Finance Manager.

### **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.

Site Management is responsible for setting up the allocated rooms.

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

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

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 Curriculum Leaders at the end of the exam session.

The Exams Officer will ensure that seating plans are placed in agreed areas prior to any external exam.

The Exams Officer/Invigilators will ensure that exam signs are displayed in all exam rooms in accordance with current JCQ instructions.

The Exams Officer/Invigilators will ensure that names of candidates are placed on all exam desks prior to any external exam.

## **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.

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.

### **9.2 Clash candidates**

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **9.3 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 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. Non-Examination Assessment and appeals against internal assessments**

### **10.1 Non-examination Assessment**

Curriculum Leaders will ensure that candidates complete all non-examination assessment tasks by the end of the course.

Curriculum Leaders will ensure all non-examination assessments are ready for despatch at the correct time.

The Exams Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the Exams Officer by the Curriculum Leaders.



## **10.2 Appeals against internal assessments**

The centre is obliged to publish a separate policy on this subject, which is available from the Exams Officer and school website.

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 internal assessment 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 of Centre (or other nominee) 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 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 slips on results days in person at the centre.

Arrangements for the school 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 School Leadership Team.

### **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.

The candidate's written consent must be obtained and there is a fee charged by the examination board. This fee varies depending on the exam board. The fee will be paid by candidates/parents/carers in the majority of cases.

Parents/candidates should realise that marks and grades can go down as well as up or stay the same.

Candidates will be given information on the costs and procedures involved.

### **11.3 ATS**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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.

(See also section 5: Exam fees)

## 12. Certificates

Certificates are presented in person at Celebration Evening in the Autumn term.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The centre retains certificates for three years, after which candidates must apply to the appropriate Awarding Body for results confirmation. A charge will be made by the Awarding Body for providing this information. Awarding Bodies **DO NOT** provide replacement certificates.

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**Head of Centre**

**April 2019**



**Exams Officer**

**April 2019**

This policy is due for review in April 2020