



Highcliffe School

Examinations Policy

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This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed

The purpose of this examination policy is:

- **to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates**
- **to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.**

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

This examination policy will be reviewed annually.

This examination policy will be reviewed by the Head of Centre, Head of Sixth Form, Senior Leadership Team, Examinations Officer and the Governors.

1. Examination Responsibilities

Head of Centre

Overall responsibility for the school as an examination centre:

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

Examinations Officer

Manages the administration of public examinations and initial analysis of examination results:

- advises the Senior Leadership Team and other relevant staff on examination timetables and application procedures as set by the various Awarding Bodies
- oversees the production and distribution to staff and candidates of a timetable of examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- advises candidates of the JCQ instructions to candidates
- ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them

- provides data on estimated entries to the Awarding Bodies
- receives, checks and stores securely all examination papers and completed scripts
- identifies and manages examination timetable clashes
- accounts for income and outgoings relating to all examination costs/charges
- identifies recruitment needs, training and monitoring of a team of examination invigilators responsible for the conduct of examinations
- submits candidates' controlled test marks, distributes returned controlled assessments any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the Head of Centre, SLT and Senior Curriculum Leaders, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their examinations.
- administers Special Consideration applications.
- directs the site manager regarding the preparation of examination venues

Deputy Head

- external validation of courses followed at key stage 4 / post-16.
- ensures the Controlled Assessment Policy is implemented correctly
- consults with teaching staff to ensure that controlled tests are completed on time and in accordance with JCQ guidelines
- organises room changes

Senior Curriculum Leaders

- guidance of candidates who are unsure about examination entries or amendments to entries.
- involvement in post-results procedures.
- accurate completion of mark sheets and declaration sheets.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

- ensures teachers handling examination materials and controlled tests are aware of the relevant JCQ instructions.
- ensures that teachers who have access to secure areas of the examination board's websites are aware that results must not be divulged to candidates before they have been collected on results days.

The Special Educational Needs and Disabilities Co-ordinator (SENDCo)

- administer access arrangements using the *JCQ Access arrangements, Reasonable Adjustments and Special Consideration - General and Vocational Qualifications* guidance, and the *Instructions for Conducting Examinations*
- identification and testing of candidates' requirements for access arrangements.
- notifying SCL's and the Data and Examinations office of candidates and their access arrangements at the start of the examined course.
- on-line applications to the examination boards within their deadlines.
- organisation of students with Access Arrangements on examination days and provision of teaching assistants.

Network Manager

- provision of PCs and laptops as requested by SENDCo
- ensures laptops and PCs are set up according to JCQ regulations
- ensures laptops and PCs are set up to print to the Data and Examinations office or the printer in the exam venues as appropriate.

Invigilators

- carrying out invigilation duties in accordance with JCQ regulations and centre instructions
- collection of all examination papers in the correct order at the end of the examination.

Candidates (Year 12 and Year 13)

- confirmation and signing of entries

- understanding JCQ coursework and controlled test regulations (available on the school website) and signing a declaration that authenticates the coursework/controlled tests as their own.
- understanding JCQ instructions regarding written and on-screen tests (available on the school website).
- withdrawal from examinations (for example because of a course change) before the examination boards' deadline for withdrawals with full refund. See also 'Fees'.

Candidates (Year 11)

- confirmation and signing of entries by parents.
- understanding controlled test regulations (available on the school website) and signing a declaration that authenticates the work as their own.
- understanding JCQ instructions regarding written and on-screen tests (available on the school website).

Other Administrative staff

- posting of examination papers and coursework as required

Reception Staff

- checking incoming parcels and ensuring that examination parcels are not left unattended.
- informing the examination office immediately examination materials arrive into school and keeping these materials secure until a member of examination office staff or the Site Manager / caretaker collects them.
- ensuring outgoing examination scripts / materials are kept securely until collected.

Site Manager

- collecting examination materials from the School Reception when requested and delivering them to the examinations secure storage.
- setting up of examination venues as required.

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

The statutory tests and qualifications offered are: FCSE, GCSE, GCE , Cambridge Nationals, Cambridge Technicals, BTEC, , CSLA, DSLA, HSLA, 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 has been a change of syllabus from the previous year, the examinations office must be informed.

CATS tests (non statutory) are offered to Year 7, students identified by SEN and other students who may join the school in Year 7, 8, 9 or 10.

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 -

It is expected that under normal circumstances AS qualifications will be completed during year 12 and A2 qualifications will be completed during year 13.3.
Timetables

3.1 Examination seasons

Internal examinations are scheduled in December, January and February to June.

External examinations are scheduled in November, January, March, May and June.

Where possible all internal examinations are held under external examination conditions.

The examination series used in the centre are decided by the Head of Centre and Senior Curriculum Leaders.

3.2 Timetables

The Examinations Officer will circulate the timetables for external examinations once these are confirmed.

4. Entries, Entry details, Late Entries and Re-sits

4.1 Entries

Candidates are selected for their examination entries by the Head of Sixth form and the Senior Curriculum Leaders.

Candidates, or parents, cannot request a subject entry, change of level or withdrawal without following the correct procedures.

The centre does not accept entries from private candidates.

4.2 Late entries

Entry deadlines are circulated to Senior Curriculum Leaders via email.

Late entries are authorised by Head of Sixth form and Senior Curriculum Leaders.

4.3 Re-sits

Where applicable candidates are required to re-sit GCSE English and GCSE Mathematics in Year 12 or 13.

Candidates following pre-2015 specification courses are allowed to re-sit AS and A2 units.

Re-sit decisions will be made in consultation with the candidates, subject teachers, Head of Sixth form, Head of Centre and the Senior Curriculum Leaders.

(See also section 5: Examination fees)

5. Examination Fees

Initial registration and entry examination fees for all qualifications are paid by the centre.

Depending on the circumstances, late entry or amendment fees are paid by the students or curriculum areas.

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.

Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary controlled test requirements and do not provide medical evidence [in line with JCO regulations](#).

Candidates invoiced for missed examinations because they were absent in previous sessions without good reason, and who have not yet paid the invoice, will not be entered for further examinations until the invoice has been paid.

Re-sit fees for first and any subsequent re-sits are paid by the candidates. (See also section 4.3: Re-sits)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 11.2: Enquiries about results [EARs] and 11.3 Appeals about EARs)

Students who leave a course and are entered for examinations in that subject will be required to pay for the entries unless withdrawn before the deadline for refunds.

Students who leave school and are entered for examinations will be required to pay for the entries unless withdrawn before the deadline for refunds.

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 examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Particular Needs

In accordance with the Joint Council for Qualification's Regulations and guidance 'The SENDCo, fully supported by teaching staff and members of the senior leadership team, must lead on the access arrangements process within his/her centre.' A candidate's particular needs requirements will be determined by SENDCo and the educational psychologist / specialist teacher.

SEN will inform subject teachers of candidates with particular needs who are embarking on a course leading to an examination. The SENDCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

6.3 Access arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENDCo.

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

Rooming for access arrangement candidates will be arranged by the SENDCo with the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the SENDCo with the Examinations Officer.

7. Estimated Grades

7.1 Estimated grades

Estimated grades are collected by the Cambridge International Examinations (CIE) awarding body for their qualification entries. The Senior Curriculum Leaders will submit estimated grades to the Examinations Officer when requested.

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8. Managing Invigilators and Examination Days

8.1 Managing invigilators

External invigilators will be used for examination supervision. They will be used for all examinations.

Invigilator recruitment is the responsibility of the PA to the Headteacher

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the PA to the Headteacher.

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

Invigilators are timetabled and briefed by the examinations office.

Invigilators' rates of pay are set by the school's governing body.

8.2 Examination days

The Examinations Officer will book all examination rooms after liaison with the Deputy Head and make the question papers, other examination stationery and materials available.

Site management is responsible for setting up the allocated rooms.

An appointed member of staff will start all examinations in accordance with JCQ guidelines.

Subject staff should be present at the start of the examination to assist with identification of candidates. Candidates can only be advised of

instructions on the front of the examination paper, they must not be given advice on which questions are to be attempted.

In practical examinations subject teachers should be on hand in case of any technical difficulties.

Examination papers must not be removed from the examination room before the end of a session. Papers will be distributed to Senior Curriculum Leaders the day following the examination.

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 examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

The Examinations 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 examination, suffer bereavement or other trauma it is the candidate's responsibility to alert the centre.

If a candidate is taken ill during an examination, or feels they have been disadvantaged during an examination due to bereavement or other trauma, it is the candidate's responsibility to inform the Examinations Officer or the invigilator on the day of the examination.

Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration request to the relevant awarding body within seven days of the last examination in that subject.

10. Controlled Assessments and Appeals against Internal Assessments

10.1 Controlled Assessments

See also *Controlled Assessment Policy*

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

Senior Curriculum Leaders will ensure all work is ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the examinations office by the subject teachers and the Senior Curriculum Leaders.

10.2 Appeals against internal assessments (see also *Procedure for Appeals about Internal Assessment*)

The centre is obliged to publish a separate procedure on this subject, which is available from the examinations office.

The main points are:

- 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 at least two weeks before the end of the examination series, 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 Examinations 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. Results can be posted if the candidate is unable to collect them personally. Results may be collected by a third party provided they have been authorised to do so.

Results must be kept confidential until the candidates have collected them.

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 head of centre.

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.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, the awarding bodies charges will be payable by the candidate.

(See section 5: Examination fees)

11.3 Appeals About EARs

When an EAR outcome is received from the awarding body this will be sent to the candidate and Senior Curriculum Leader within one working day for due consideration.

Should either candidate or SCL wish to appeal against the outcome the Exams Office must be informed in writing within one further working day.

Any charges relating to an appeal will be payable by the candidate unless the school supports the appeal.

Appeals must be made within two calendar weeks of the school receiving the outcome of the enquiry about results. This time scale is determined by the regulators and does not make allowance for the time the centre may be closed for holidays.

11.4 ATS

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

If a result is queried, the Examinations Officer, teaching staff, Senior Curriculum Leaders and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

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 must be collected and signed for.

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

If delivery by post is requested the school is only permitted to send certificates by Royal Mail Special Delivery. The fee for this service will be

payable by the candidate.

Certificates may be withheld from candidates who owe fees.

The centre retains certificates for one year, after which they are destroyed according to the JCQ regulations.

(Reviewed by NLL – July 2015)