



Examinations Policy

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The Policy Purpose

The purpose of this examination policy is:

1. To ensure the planning and management of examinations are conducted efficiently and in the best interests of students.
2. To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
3. It is the responsibility of everyone involved in the centre's examination process to read, understand and implement this policy.
4. To ensure all examinations and external assessment procedures are conducted in line with national examining body regulations.

Examination Responsibilities

Examinations Officer:

- Manage dissemination of examination results to students and staff.
- Day to day administration of examination system including ensuring all relevant parties are aware of key dates for all core entries at external examinations including processing entries, results, preparing examination timetables, provision of data to examination boards relating to examinations.
- Identify and manage timetable clashes.
- Submitting student coursework and controlled assessment marks within deadlines.
- Receive and check on the security of all examination papers and control assessments (where necessary).
- Manage appeals and requests for re-marks by submitting requests to examination boards as soon as possible when required.
- Notify awarding examination body of any changes to resources.

Headteacher

- Manages external validation of courses followed at key stage 4/post 16.
- Ensure that teaching staff have sufficient time and resources, in order to effectively perform their role as assessor and internal verifier.

The SENCO Manager is responsible for:

- Identification and testing of students 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 students achieve their course aims.

Subject Teachers are responsible for:

- Submitting names of students for entries, amendments, forecast grades, coursework and any controlled assessments.
- Need to ensure teaching the correct specification and that they provide entry codes to the Examinations Officer for submitting entries.
- Identify students who are at risk of underperforming.

- Highlight to the Examinations Officer, students who may potentially require access arrangements (as soon as possible after the start of the course).
- Liaise with the SENCO Manager and Examinations Officer about potential access arrangements, if appropriate.
- Maintain accurate records of students' progress, enabling accurate predictions of results.
- Responsible for making every effort to ensure that coursework and other requirements for the examination course are met by the students to the best of their abilities.
- Ensure that students understand the assessment requirements of the course including the examinations papers and the role of any coursework in the process.
- Ensure that students are aware of any deadlines for coursework and the importance of meeting these. Monitoring by teachers should provide early warnings concerning those who are falling behind with coursework.
- Monitor students to ensure that they are coping with coursework requirements and modify the demands upon students who are find the combined course requirements unexpectedly demanding.
- Provide feedback on coursework and details of omissions or possible amendments as soon as possible. Student should not be disadvantaged by being confronted with further, last minute coursework requirements.
- All teachers should consult upon coursework deadlines in order to spread demands on students' time as far as possible at an early point.

Invigilators are responsible for:

- Liaising with Examinations Officer for the collection of examination papers and other material for the examinations before the start of the exam.
- Take an accurate register of all students sitting the examinations.
- Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Officer.
- Ensuring that all students and other staff adhere to the current JCQ Instructions for Conducting Examinations.
- Refer to Invigilator Checklist, at Appendix 1, prior to the start of an examination.
- Ensure that students are aware of the Emergency Evacuation Procedure, at Appendix 2, in the event of the fire alarm being activated.

Students are responsible for:

- Understanding coursework/ controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Acknowledging all allowed assistance with coursework/controlled assessments according to the examination board guidelines.
- Read and comply with all examination regulations and follow all instructions given by the examinations and invigilators staff.

- Students' need to be reminded that just attendance in lessons will not result in passing their examination. Independent learning, completing coursework tasks by deadlines, homework, additional reading and revision will be required. Some students may be fortunate to have a part time job whilst studying, however, the school recommends that students only work 8 to 10 hours per week, as more hours may adversely affect their end grades/numbers.

Qualifications

The qualifications offered at this centre are decided by the Senior Leadership Team (SLT) and subject to the school obtaining approval as an examination board centre.

The qualifications offered are GCSE's; Cambridge Nationals; Functional Skills; Vocational; (A/S and A2 in certain subjects). Decisions on whether a student should be entered for a particular subject will be taken in consultation between SLT and Subject Teachers.

Examination Series

Internal examinations and assessments are scheduled as required.

Timetable

Once confirmed the Examinations Officer will circulate the examination timetable for External Examinations and this will be posted on the School Noticeboard just outside Reception.

Entries, Entry Details and Late Entries

Students are selected for their examination entries by consultation with Headteacher and Subject Teachers.

The centre does not act as an examination centre for other organisations.

Entry deadlines are circulated to Subject Teachers via the School Portal. Late entries are authorised by the Examinations Officer and SLT. Re-sit decisions will be made in consultation with Students, Parents/Carers, Subject Teachers and SLT.

Examination Fees

Initial entry examination fees are paid by the school. Fee re-imburements are sought from students who fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Disability Discrimination Act (DDA)

The school will meet the requirements of the DDA by ensuring that the examinations centre is accessible. This is the responsibility of the Examinations Officer, SENCO Manager and SLT.

Access Arrangements

The SENCO Manager will inform SLT of students with special needs who are embarking on a course leading to an examination. The SENCO Manager can then inform individual staff of any special arrangements that individual students can be granted during the course and in the examination.

Making access arrangements for students to take examinations is the responsibility of both SENCO Manager and Examinations Officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Rooming for access arrangement students will be arranged by the Examinations Officer in conjunction with the School Director.

Invigilation and support for access arrangement students will be organised by the Examinations Officer.

Contingency Planning

Contingency planning for examinations administration is the responsibility of the Headteacher/School Director and Examinations Officer.

Malpractice

The Senior Leadership Team is responsible for investigating suspected malpractice.

Examination Days

The Examinations Officer will book all examination rooms and make the question papers, other examination stationery and materials available for the invigilators.

The invigilator will start all examinations in accordance with JCQ guidelines. School staff may be present in the examination room prior to the start of the examination to assist with the identification of students, but must not advise on which questions or sections are to be attempted.

Subject Teachers are not allowed into the examination room, unless their presence is required to assist in a specialist examination. In practical examinations Subject Teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by Subject Teachers or removed from the examination room before the end of a session.

A relevant Subject Teacher may be available to read out any subject-specific instructions and start the examination, if required.

Students

Students' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.

Disruptive students are dealt with in accordance with JCQ guidelines.

Students are expected to stay for the full examination time at the discretion of the Examinations Officer or Invigilator.

Students may only leave the examination room for a genuine purpose and are required to return immediately to the examination room.

Students must:

- Have a clear pencil case containing all equipment – black pens, pencils, eraser, ruler, calculator, (if allowed for each examination) coloured pencils. School will not provide equipment. Tipp-ex is NOT allowed.
- Mobile phones, I-Pods, MP3 players or any other valuables SHOULD NOT be brought into school. However, if a phone or other equipment is brought, it must be switched off and handed to the Invigilator before the examination starts. School accepts no responsibility for phones or valuables during the examination period.
- Students who are going to be late due to transport problems MUST contact school and leave a message for the Examinations Officer.
- If a student is ill, parents/carers MUST contact school and leave a message for the Examinations Officer.

Timetable Clashes

The Examinations Officer in conjunction with SLT will be responsible as necessary for supervising escorts and identifying a secure venue for the duration of the timetable clashes.

Special Consideration

Should a student be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the student's responsibility to alert the school, the Examinations Officer, or the Invigilator, to that effect. The student must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the student's doctor.

The Examinations Officer will then forward a special consideration report to the relevant awarding body within seven days of the examination.

Controlled Assessments

Controlled assessments are the responsibility of Subject Teachers:

- All controlled assessments should be run in line with the relevant awarding body's regulations.
- The member of SLT responsible for examinations and Examinations Officer should be informed of the running of all controlled assessments at least two weeks prior to their commencement.
- Subject Teachers will ensure that the Examinations Officer and the SENCO Manager are informed of all students requiring special

consideration or access arrangements for their controlled assessments at least two weeks prior to their commencement.

- Subject Teachers will complete and pass relevant mark sheets and samples to the Examinations Officer.
- The Examinations Officer will dispatch mark sheets, controlled assessment samples and keep a record of what has been sent when and to whom.
- Subject Teachers provide the Examinations Officer with marks for all internally assessed work.

Coursework

The completion of coursework is the responsibility of Subject Teachers:

- All coursework should be completed in line with the relevant awarding body's regulations.
- Students should submit coursework before the deadlines provided by Subject Teachers.
- Subject Teachers will complete and pass relevant mark sheets and samples to the Examinations Officer.
- The Examinations Officer will dispatch mark sheets, coursework samples and keep a record of what has been sent, when and to whom.

Internal Assessment

- It is the Examinations Officer duty to ensure that all internal assessment is ready for despatch at the correct time and should keep a record of each despatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work are provided to the Examinations Officer by the Subject Teachers.
- Marks awarded/grades for internal coursework/controlled assessment should not be disclosed to students, as these marks are still subject to external moderation and possible adjustments. The actual mark will only be available on results day.
- Coursework will be destroyed after 2 years if not collected.
- Coursework may be kept as exemplar material with the students' permission and will be anonymised, if required.

Appeals Against Internal Assessments

The process for managing appeals against internal assessments is available separately on the School website under Exams.

Moderation of Coursework or Internal Assessment

Marking of internal assessments/coursework is the responsibility of the Subject Teachers, who must follow the JCQ guidelines and any specific instructions in the individual course specification.

Exemplar material provided by the board should be marked by all teachers, prior to marking their class' work. Agreements should be reached on this work to minimise differences later.

Internal moderation is the responsibility of the School Director and Examinations Officer (moderation can be done by any designated member of staff).

Results, Enquiries About Results (EARs) and Access To Scripts (ATS)

Students will receive individual result slips on result days either in person at school or by post/email, if prior arrangements are made with the School Director/Examinations Officer.

Arrangements for the centre to be open on result days are made by the School Director.

- **EARs (Enquiries About Results)**

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

- **ATS (Access To Scripts)**

Students and school staff may request original scripts for investigation or for teaching purposes.

Certificates

Certificates are presented in person in school or collected and signed for at the School Office or from the Examinations Officer. Certificates can be collected on behalf of a student by third parties, provided they have been authorised to do so in writing.

The school retains certificates for three years. After this time, the certificates may be destroyed.

Replacement certificates or a transcript of results may be issued if a student agrees to pay the costs incurred directly to the Examination Board.

1. Authorised by: _____ Headteacher

Date: September 2016

2. Authorised by: _____ Chair of Trustees

Date: September 2016

Review Date: **September 2018**

Appendix 1 Invigilator Checklist



Invigilator Checklist

1. If invigilating **on your own in one of our outside school buildings, please ensure that you have a mobile telephone, in case of an emergency, to contact a member of staff.**
2. Check that student(s) do not have mobile phones, notes, books etc.
3. Check that student(s) have correct paper, subject, tier.
4. Ask student(s) to fill in details on the examination booklet: Centre Number/Name; Candidate Number. Ensure that correct information is available on the whiteboard.
5. Check that the student(s) have the correct resources for the examination.
6. Read to the student(s) the instructions on the front of the question/answer booklet.
7. Remind the student(s) to write in black ink and that pencil may be used for drawings and rough notes only. Rough notes are to be included on the examination stationery, unless otherwise state.
8. Remember to check drink bottles for any labels, if there are any, ensure that these are removed.
9. Remind the student(s) not to use correcting pens, fluids or tape. Highlighters can only be used to highlight questions, words or phrases within the question paper or question/answer booklet.
10. Remind the student(s) that they must not communicate in any way, ask for help from or give help to another students whilst in the examination room.
11. Remind the student(s) that they should put up their hand to attract the invigilator's attention.
12. If the fire alarm sounds remind the student(s) to leave their paper(s) and the examination room silently. Students are to congregate where directed by the Invigilator and there must be no discussion about the examination.
13. Remind the student(s) of the length of the examination (extra time, if appropriate). Ensure that the start and end times are written on the whiteboard.
14. Advise student(s) that if they believe there is an error on the question paper (and there is no notice from the awarding body of a change) that the students must answer the question as printed.

Appendix 2 Emergency Evacuation Procedure



Northleigh House School Emergency Evacuation Procedure for Examinations

The Invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the students from writing.
- Collect the attendance register (**in order to ensure all students are present**) and evacuate the examination room in line with the instructions given by the Invigilator.
- Advise students to leave all question papers and scripts in the examination room.
- Students should leave the room in silence.
- Make sure that the students are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the students the full working time set for the examination.
- If there are only a few students, consider the possibility of taking the students (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.