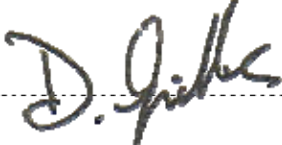


# HELLESDON HIGH SCHOOL

## EXAMINATION POLICY

|                   |           |                   |            |
|-------------------|-----------|-------------------|------------|
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| Author:           | Mike Earl |                   |            |

Ratified by the Governors' Policy Review Committee on: 05 March 2012

Signed:  \_\_\_\_\_  
Chair

### 1. Policy Purpose

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.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of Centre, Assistant Head Teacher (Curriculum/Exams), Director of Sixth Form, Exams Officer and Governors.

### 2. Exam Responsibilities

Having overall responsibility for Hellesdon High School as an Exam Centre, the **Head of Centre:**

- Advises on appeals and re-marks.
- Is responsible for ensuring that all suspicions or actual incidents of malpractice are reported. Refer to the Joint Committee for Qualifications (JCQ) document –'Suspected malpractice in examinations and assessments'.

## **Exams Office Manager/Exams Officer is responsible for:**

Managing the administration of public and internal exams and:

- advises the Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- 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/Carers are informed of and understand those aspects of the exam timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework is 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.
- administers access arrangements and makes applications for special consideration using the JCQ publication 'Access arrangements, reasonable adjustments and special consideration 08/09'.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- submits candidates' coursework marks, 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 Leadership Team, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

**Assistant Head Teacher/ Director of Sixth Form** is responsible for:

- organising teaching and learning.
- managing external validation of courses followed at Key Stage 4/post-16.

**Heads of Department** are responsible for:

- providing guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- involvement in post-results procedures
- ensuring accurate completion of coursework mark sheets and declaration sheets.
- ensuring accurate completion of entry and all other mark sheets and adherence to deadlines as set out by the Exams Officer.

**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.

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

- identification and testing of candidates to determine requirements for access arrangements.
- provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, ICT equipment - to help candidates achieve their course aims.

**Lead Invigilator/Invigilators** are responsible for:

- 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** are responsible for:

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

### **3. Qualifications**

#### **Qualifications offered:**

The qualifications offered at this Centre are decided by the Head of Centre, Assistant Head Teacher (Curriculum/Exams), Director of Sixth Form, Heads of Subject and Leadership Team.

The qualifications currently offered are GCE, Functional Skills, Diploma, GCSE, Entry level and BTEC, Adult Literacy and Numeracy, Extended Project Qualification.

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 office must be informed by September of each year.

Informing the Exams Officer of changes to a syllabus is the responsibility of the 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, subject teachers and Assistant Head Teacher (Curriculum/Exams) or Director of Sixth Form as appropriate.

#### **4. Exam Series and Timetables**

##### **a, Exam Seasons**

Internal exams and assessments are scheduled in November and March.

External exams and assessments are scheduled in November, January, March and June.

YR10 & YR11 Mock Exams are internal exams held under exam conditions.

The Head of Centre and Leadership Team decide which exam series are used in the Centre.

##### **b, On-Demand Testing**

Exams are not offered on an 'on-demand' basis.

##### **c, Timetable**

Once confirmed, the Exams Officer will circulate the exam timetables for Internal exams and External exams.

#### **5. Entries, Entry Details and Late Entries**

The Qualifications and Curriculum Development Agency (QCDA) recommends the use of the Exam Fees Estimator Tool and the exemplar case study 'Reducing late exams entries: Practical advice from your exams office colleagues.'

Candidates are selected for their exam entries by the Director of Sixth Form, Assistant Head Teacher (Curriculum/Exams) and Heads of Subject.

Candidates or Parents/Carers can request a subject entry, change of level or withdrawal.

The Centre accepts entries from external candidates.

The Centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Heads of Department via E-mail and internal post/pigeon hole.

Late entries are authorised by Director of Sixth Form and Assistant Head Teacher (Curriculum/Exams).

Retakes: 2 (prior to the end of Year 11) GCSE retakes are allowed.

1 AS retake is allowed.

1 A2 retake is allowed.

Retake decisions will be made in consultation with candidates, Subject teachers, Director of Sixth Form, Assistant Head Teacher (Curriculum/Exams) and Heads of Subject.

## **6. 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 entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre or department depending on the circumstances.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees for first and any subsequent retakes are paid by the candidate post 16 and by the centre pre 16.

## **7. Disability Discrimination Act**

The Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), (2006) introduced measures 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.

It is the responsibility of the Head of Centre, Exams Officer and all Exam Centre staff to ensure that the Centre meets the requirements of the DDA.

### **a, Access Arrangements**

The SENCo 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. The SENCo 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 SENCo.

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 Exams Officer.

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

Invigilation and support for access arrangement candidates will be organised by the SENCo with the Exams Officer.

#### **8. Overseas Students**

Hellesdon High School has no overseas students.

#### **9. Contingency Planning**

Contingency planning for exams administration is the responsibility of the Exams Officer.

#### **10. Private candidates**

Managing private candidates is the responsibility of the Exams Officer.

#### **11. Estimated Grades**

Heads of Subject are responsible for submitting estimated grades to the Exams Officer on request.

#### **12. Managing Invigilators**

External staff will be used to invigilate examinations.

These Invigilators will be used for all external exams and internal exams where necessary.

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 Exams Officer.

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 Exams Officer.

#### **13. Malpractice**

The Exams Officer is responsible for investigating any suspected malpractice.

#### **14. 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 or sections 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 Heads of Department at the end of the exam session.

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

## **15. Candidates**

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilator.

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

The Exams Officer and Assistant Head Teacher (Curriculum/Exams) or Director of Sixth Form (as appropriate) are responsible for handling late or absent candidates on exam day or subsequently.

## **16. Clash Candidates**

Where candidates have different exams timetabled at the same time the Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## **17. Special Consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or be 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 doctor.

The Exams Officer will then forward a completed Special Consideration Form to the relevant awarding body within seven days of the exam.

## **18. Internal Assessments and Appeals**

**Note: '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 Officer by the Heads of Subject.

Appeals against internal assessments must be made by the 31<sup>st</sup> May.

### **Appeals Against Internal Assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Exams Officer.

## **19. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)**

### **a, Results**

Candidates will receive individual result slips on results days, in person at the Centre.

Arrangements for the Centre to be open on results days are made by the Leadership Team.

The provision of staff on results days is the responsibility of the Leadership Team.

### **b, 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 expense.

When the Centre does not support a candidate's or Parent's/Carer'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.

### **c, 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.

## **20    Certificates**

Certificates will be presented in person to the candidate and signed for upon collection.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Evidence of this must be submitted in writing.

Certificates will not be withheld from candidates who owe fees.

Certificates that are not collected are posted to the home address of the student or if this is not possible due to a student moving address the Centre retains certificates for three years.