

West Hill School



Examination Policy

**Reviewed by the Teaching, Learning and
Assessment Committee on:
13th June 2016**

**Author: J Hemmings
Draft policy next review: Summer 2019**

Contents:

1. Exam responsibilities	Page 2
2. The statutory tests and qualification offered	Page 3
3. Exam seasons and timetable	Page 4
4. Entries, entry details and late entries	Page 4
5. Exam fees	Page 4
6. The Disability Discrimination Act (DDA), special needs and access arrangements	Page 6
7. Estimated grades	Page 6
8. Managing invigilators and exam days	Page 6
9. Candidates, clash candidates and special consideration	Page 7
10. Controlled assessments and appeals against internal assessments	Page 8
11. Results, enquiries about results (EARs) and access to scripts (ATS)	Page 8
12. Certificates	Page 9
Appendix 1 – Internal Assessment for External Qualifications	
Appendix 2 – Internal Appeals Procedure	
Appendix 3 – Quality Assurance – BCS Examinations	
Appendix 4 – Exam Contingency Plan	
Appendix 5 – Evacuation Procedure	
Appendix 6 – Policy for the management of controlled assessments	
Appendix 7 – Accessibility Plan	

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of the 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 process to read, understand and implement this policy.

This exam policy will be reviewed every three years.

This exam policy will be reviewed by the headteacher and the exams officer.

1. Exam responsibilities

Headteacher (Head of Centre)

Overall responsibilities for the school as an exam centre:

- Advises on appeals and re-marks
- The headteacher is responsible for reporting all suspicions or actual incidents of malpractice in line with the JCQ guidance document *Suspected malpractice in examinations and assessment*.

Exams Officer

- Advises the senior leadership team, subject and class tutors and other relevant support on annual exam timetable 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 the candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Advises teaching staff of deadlines to ensure that necessary controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms details / data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Works with the SENCO to ensure access arrangements are place and compliant with JCQ requirements.
- Makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Recruits, trains and line manage the team of exam invigilators, monitor and direct the team when conducting the exams.
- Submits candidates' controlled assessment marks, tracks despatch of controlled assessments and any other material required by the appropriate awarding organisations correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with SLT, any appeals/re-marks requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Deputy Head

- Organisation of teaching and learning.

West Hill School

Examinations Policy

- External validation of courses followed at key stage 4.

Heads of department/school/curriculum

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

Head of careers

- Guidance and careers information.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department/ school/ curriculum.

SENCO / Specialist Teacher

- 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.

Invigilators

- Set up and clearance of exam rooms.
- Monitor candidates to ensure no malpractice takes place in the exam room. In light of any incidents / suspicion of malpractice immediate escalation and reporting to the Exams Officer. All details to be completed on the incident form.
- Collection of exam papers and other material from the exams office before and start of the exam.
- Collection of all exam papers in the correct order at the end of the exam, completion of registers, secure packaging ready for despatch and their return to the exams office.

Candidates

- Confirmation entries with their subject teacher.
- Understanding controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the heads of department.

The statutory tests and qualifications currently offered are GCSE, IGCSE, GCE, Entry Level, Level 1, Cambridge Nationals, VCERT, FSMQ, ECDL and ASDAN.

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 the 1st November of that academic year.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, subject teacher and the heads of department and curriculum deputy head.

Key Stage 4

All candidates will be entitled, to be entered for qualifications from an external awarding organisation.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled on a linear basis. Cambridge National qualifications will sit an external exam during the academic year, timings will be negotiated with the Head of Department. ECDL and ASDAN assessments will be scheduled as required.

All internal mock exams are held under external exam conditions.

3.2 Timetables

Once confirmed, the exams officer will circulate the exam timetables for external exams to all staff and candidates.

4. Entries, entry details and late entries

4.1 Entries

Candidates are selected for their exam level of entry by the heads of department and subject teachers.

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 heads of department.

Late entries are authorised by heads of department who then liaise with the exams officer.

5. Exam fees

The centre will pay all normal exam fees on behalf of candidates. If a candidate does not attend their scheduled exam without an appropriate reason they will be charged.

Late entry or amendment fees are paid by the centre.

West Hill School

Examinations Policy

Candidates or departments will not be charged for changes of tier, or withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding organisations.

6. The Disability Discrimination Act (DDA), special needs and access arrangements.

6.1 DDA

The Disability Discrimination Act 2010 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 SENCO and educational psychologist / specialist teacher.

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 the individual candidates can be granted during the course and in the exam. This is very important for candidates during controlled assessments.

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 organisation is the responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by the SENCO and exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO and exams officer.

7. Estimated grades

Estimated grades are no longer required by the JCQ awarding organisations.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for internal and external exams.

The recruitment of invigilators is the responsibility of the exams officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.

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

Risk assessments for SLT, the exams officer and invigilators are in place and there are exam emergency checklist procedures for on the day

Invigilators are timetable and briefed by the exams officer.

Invigilators' rate of pay are set by the centre administration.

8.2 Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other stationery and materials available for the invigilator.

Site management/invigilators are responsible for setting up the allocated rooms.

The exams officer will start all exams in accordance with the JCQ regulations.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions 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. Any spare papers will be distributed to heads of department 24 hours after the exam session.

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 / web enabled 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 the JCQ regulations.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an invigilator must accompany them.

The exams officer will request the attendance officer to attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ regulations.

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 the 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 application to the relevant awarding organisation.

10. Controlled Assessments and appeals against internal assessments

10.1 Controlled Assessments

Candidates who are involved with controlled assessments must do so by the end of the course.

Heads of department will ensure all controlled assessments are ready for despatch at the correct time. The exams officer will give the heads of department moderator information, forms and stationery so sample requests can be issued.

Marks for all internally assessed work are provided to the exams officer by the heads of department.

10.2 Appeals against internal assessments

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

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeals against the mark or grade awarded.
- Candidates may appeal if they feel their controlled assessment 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 last externally assessed paper in the series to the headteacher (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The headteacher's findings will be notified in writing, copied to the exams officer and recorded for awarding organisation 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 and if they do not attend in person it will be posted.

If the candidate wishes someone to collect their results on their behalf they must put this in writing for the attention of the Exams Officer. The results are the intellectual property of the candidate and therefore appropriate authorisation must be given.

Arrangements for the school to be open on results days are made by the headteacher and exams officer.

The provision of staff on results days is the responsibility of the headteacher and exams officer.

11.2 EARs

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

If a result is queried, the exams officer, teaching staff and headteacher will investigate the feasibility of asking for a re-mark at the centre's expense.

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, they will be charged.

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.

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 whenever possible. If a student is not able to attend the Year 11 Presentation Evening they are encouraged to call in school, collect and sign for them. After the Presentation Evening they are then posted out using recorded delivery.

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

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for three years.