



400 YEARS OF EXCELLENCE

Examinations Policy

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Updated in accordance with Joint Council for Qualifications (JCQ)

The purpose of the Examinations Policy is to:

- Ensure that the planning and management of examinations is conducted efficiently and in the best interests of candidates
- Provide guidelines for all relevant staff
- Ensure that the School complies with Joint Council for Qualifications (JCQ) regulations and awarding body guidelines

Note – the words “student” and “candidate” are used interchangeably in this document to mean a student who has been entered for public examinations and assessments

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1. Exam responsibilities

1.1 Headteacher

Has overall responsibility for the school as an exam centre:

- Ensures that all examinations/assessments are carried out according to awarding body instructions and specifications.
- Reports all suspicious or actual acts of malpractice. Refer to JCQ documents “Suspected malpractice in examinations and assessments”.
- Enables the relevant senior leader(s), the examinations officer and the SENDCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations

1.2 Senior Leadership Team Member

- Has oversight of all exam processes.
- Coordinates dates of internal exams.
- Seeks continuous improvement of processes and practices.

1.3 Exams Officer

Manages the administration of public and internal exams:

- Maintains and updates accurate details of all externally validated courses offered at Key Stage 4 and post-16.
- Registers students taking BTEC and other vocational courses ensuring all details are correct.
- Liaises with department heads to ensure that students are entered for the correct exams and/or correctly registered with awarding bodies.
- Submits entries for external exams in advance of deadlines.
- Makes internet entries for BTEC online and other exams and acts as administrator for online exams.
- Applies for access arrangements and reasonable adjustments for students identified as having disabilities and learning difficulties.
- Arranges provision of separate exam facilities as required, including rooms, readers, scribes, electronic readers and word processors.
- Manages exams in the separate facilities.
- Accesses electronic copies of exam papers for students using reading software.
- Produces and distributes to colleagues, students and parents/carers examination timetables for all examinations in which students will be involved. Ensures that hard copies of internal and external exam timetables are given to students, posted on exam notice boards and that electronic copies are available on the website.
- Creates electronic seating plans using Seating Organiser for internal and external exams, ensuring a copy is distributed to students and displayed outside the main exam room.
- Liaises with students to identify and manage exam clashes.
- Ensures that students and parents/carers are informed of and understand JCQ Instructions for conducting examinations regulations and associated instructions

through briefings given by heads of year, communication with parents and reference to JCQ instructions on the School website.

- Receives, checks and maintains security of all exams papers and completed scripts, organising secure despatch to awarding bodies.
- Organises the provision and training for new invigilators and ensures that the invigilation teams understand and can enforce new regulations.
- Ensures that sufficient invigilators are available, together with the SLT member responsible for exams, and manages their activities in accordance with JCQ requirements.
- Manages the daily running of external examinations and ensures that JCQ exam regulations are complied with.
- Liaises with Office Manager to book rooms and arrange room changes, informing all those affected.
- Liaises with SEN administrator to ensure access arrangements are made in compliance with JCQ requirements.
- Works with the SENDCo/SEN administrator to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Holds a training session each year for the students with Access Arrangements which involve using a computer programme, to ensure they are fully competent in these programmes
- Supports the Head of Centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries
- Receives moderated results for BTEC and other vocational courses from heads of department, inputs and checks the results, and ensures that vocational courses results are included in performance tables.
- Downloads and produces initial analysis of exam results, checks and prints results for distribution to students.
- Makes applications for special consideration using the JCQ Access arrangements and special consideration regulations.
- Administers EARs (Enquiries about Results) and access to scripts after results published.
- Administers the storage and distribution of certificates.

1.4 Deputy Headteacher with Responsibility for Exams

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#)
 - [Instructions for Conducting Examinations](#)
 - [Access Arrangements and Reasonable Adjustments](#)
 - [Suspected Malpractice in Examinations and Assessments](#)
 - [Instructions for conducting non-examination assessments \(and the instructions for conducting coursework\)](#)

- [A guide to the special consideration process](#)
- Along with HoY or another member of SLT, supervises the entry of students into the Exam Hall, gives instructions and instils discipline.

1.5 SENDCo/SEN Administrator

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [Access Arrangements and Reasonable Adjustments](#)
- Organises testing of candidates to identify requirements for access arrangements.
- Provides additional support to help learners achieve their course aims.
- Liaises with Exams Officer to ensure that entitled candidates receive extra time for all exams.
- Maintains records.

1.6 Network Manager

- Prepares the examination rooms for examination when IT equipment is required
- Prepares laptops with ExamWritePad and ReadWrite programmes for use as word processors or computer readers
- Creates exam user accounts to enable a secure area for word processors so the internet is not accessible
- Prepares individual user accounts where students have specific user requirements
- Ensures the candidates scripts can be printed to a local printer in the examination room
- Prepares an alternative system for examinations in case of a Cyber attack
- Prepares ICT rooms
- Prepares other rooms that use ICT e.g. MFL CD.
- Supports exams using ICT e.g. involving DVD or music CD.

1.7 Heads of Department

- Inform the Exams Officer if there has been any change in exam board or specification from the previous year.
- Give Exams Officer accurate details of BTEC registrations to be made by deadline required.
- Give Exams Officer accurate details of exams to be entered and lists of candidates by deadline requested.
- Check exam entry data sheets produced by Exams Officer.
- Notify Exams Officer of withdrawals/changes of tier before awarding body deadline for refund of fees.
- Accurately complete NEA mark sheets and centre declaration sheets, have coursework available for moderator before deadline set by awarding body.
- Give Exams Officer a detailed spreadsheet of BTEC Unit and investigation results and checks that the information submitted by the Exams Officer is correct.

1.9 Teachers

- Consult with Head of Department regarding any withdrawals or changes of tier.

- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
- Ensure that students complete NEA in line with JCQ requirements (as per the Richard Hale NEA Policy).

1.10 Senior Invigilators/Invigilators

- Invigilators support the Exams Officer and Senior Invigilators with the day to day operations of examinations ensuring a calm environment and giving the students best possible opportunity to be successful.
- Invigilators need to know and understand the JCQ Instructions for Conducting Examinations and awarding body guidelines in order to ensure that the exams are conducted within these guidelines.
- Assists students in printing their work using word processors to local printer.
- Attend/undertake training, updates, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Senior invigilators lead the team of invigilators conducting an examination in a major location, e.g. the Main Hall.
- Key responsibilities include:
 - Double-check correct exam papers have been issued.
 - Set out room with candidate labels, exam papers.
 - Supervise candidates to maintain exam conditions and look out for malpractice.
 - Complete attendance registers and tick seating plans to show present candidates.
 - Collect exam papers in correct order at end of exam and put in bags with correct yellow label.

1.11 Reception staff

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials. If the exams officer is not available, the reception staff are to ensure the courier takes back the materials and returns on another occasion to deliver the package. Confidential materials must only be handed over to authorised members of staff.

1.12 Site staff

- Support the EO in relevant matters relating to exam rooms and resources.

1.13 Students

- Check examination entries, personal information, in particular the Name on the certificate, and timetables, notifying the Exams Officer of any errors or exam clashes.
- Ensure they have an up-to-date copy of their personal exam timetable.

- Understand and comply with coursework regulations, signing the declaration sheet to confirm that it is their own work.
- Understand and abide by JCQ Instructions for conducting examinations and completing coursework/controlled assessments.

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at the Centre are decided by the Headteacher, senior leadership team and heads of department.

The statutory tests and qualifications offered are FSMQ, GCSE, BTEC, EPQ and GCE.

The subjects offered for these qualifications in any academic year may be found in the School Prospectus.

At Key Stage 4

All candidates will be entered for GCSE qualifications at the end of curriculum Year 11.

At Post-16

From September 2016 with the introduction/continuation of 2 Year A levels in most subjects, students will take a two-year GCE A level course culminating in external exams at the end of Year 13. Internal assessment will monitor their progress throughout the 2 years.

The School offers 2 year BTEC National Level 3 Extended Diplomas in Sport, Applied Science and Business as alternatives to A Levels and a one year BTEC National Extended Certificate in Sport.

3. Exam Seasons and Timetables

3.1 Exam Seasons

Internal examinations are held during the academic year; the dates are included in the School Calendar.

External exams are scheduled in January, May, June and November.

3.2 Timetables

The Exams Officer/Senior Teacher will circulate the timetables for both internal and external exams once these are confirmed.

4. Entries, entry details, late entries and resits

4.1 Entries/Entry Details

It is the Head of Department's responsibility to check that all entries, entry codes and details are correct and to advise the Exams Officer of any amendments.

It is the student's responsibility to check all entries and personal details are correct on the Individual Candidate Timetable and to advise the Exams Officer of any amendments by the stated deadline. Failure to check personal details (date of birth

and name on certificate) could result in certificates being printed incorrectly. Students will have to pay for the cost of replacement certificates.

Students are selected for their exam entries by the subject teachers in conjunction with the Head of Department. Where relevant, the teacher will determine the GCSE tier of entry most appropriate for the student. Any request by the student, parent or carer to change the level of entry must be decided by the Head of Department or assistant head teacher.

The School does not accept entries from external candidates except in exceptional circumstances for former students.

4.2 Late Entries

Entry deadlines are circulated to teaching staff and Heads of Department by email when the Exams Officer requests entries and Heads of Department are reminded as the deadline approaches. It is very important that all entries are made before the entry deadline and that all amendments and withdrawals are made before the amendment deadline. Teaching departments or students wishing to make a late entry will incur the penalty fee.

4.3 Resits

Year 13 or former students may re-sit A Level units at their own cost where this is allowed by the specification.

Candidates may re-sit examined units for BTEC NQF qualifications if agreed by the Head of Department. The department will decide whether to charge the candidate or to absorb the cost within the School budget.

5. Exam fees

Initial registration and first time entry examination fees are paid by the Centre. Re-sit fees will be paid by the student in all cases unless there is written agreement with the teaching department that it will bear the cost.

Late entry fees or amendments are paid either by the student or the department depending on the reason for the late entry or amendment.

Students or departments will not be charged for withdrawals or changes of tier where these are carried out before the amendment/withdrawal deadline. Re-sit students who do not withdraw by the deadline or who do not sit an exam will not be refunded.

Post-results services will be paid for by the student unless the Head teacher or Head of Department decides to bear the cost of appealing the grades awarded to a number of students for a particular unit. In the event of a review of marking where the overall grade is increased, the student will receive a refund as the awarding body will not charge the Centre. However, each awarding body has its own rules as to when they will not charge for a review. This information can be found on the reverse side of the Enquiries about Exam Results Form.

6. The Equality Act 2010, Special Needs and Access Arrangements

6.1 Equality

The Equality Act 2010 extends the application of disability discrimination to general education. It puts a duty on schools to identify students who have a physical or mental impairment which could adversely affect their learning and ability to complete assessments.

Access arrangements allow candidates with special educational needs, disabilities or temporary injuries to:

- access the assessment.
- show what they know and can do without changing the demands of the assessment.

6.2 Special needs

A student's special needs requirements are determined by the SENDCo and specialist assessors employed by the school.

The SENDCo informs subject teachers about candidates with special educational needs who are embarking on a course leading to an exam. Any special arrangements and SEN support are put in place.

6.3 Access arrangements

Access arrangements comply with the requirements of the JCQ publication "Adjustments for candidates with disabilities and learning difficulties".

The SEN administrator informs the Exams Officer of the access arrangements proposed for particular students and whether students will be supported during exams by SEN. The SEN administrator collects signed personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms (candidate personal data consent form) from candidates where required.

The Examinations Officer applies for Access Arrangements Online (AAO) via the **Centre Admin Portal (CAP)** where required or through the awarding bodies' websites where qualifications sit outside the scope of AAO. PAAO applications are also required for those students taking BTEC Courses.

The SEN administrator keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is kept electronically, in the event of IT failure at the time of an inspection is able to access this documentation in an alternative format).

In all cases where students are granted the use of a reader, scribe, computer reader, word processor, separate room or rest breaks, provision for this is made by the Examinations Officer. Candidates granted extra time may take their exams in the main

exam room or in one of the Alternative Rooming areas, whichever is more appropriate.

The provision of invigilators is organised by the Exams Officer.

7. Managing Invigilators and Exam Days

7.1 Managing invigilators

External invigilators are used for all examinations.

The recruitment of invigilators is carried out by the Exams Officer and Senior Leadership Team Member. The HR Manager obtains Disclosure and Barring Service (DBS) clearance and draws up contracts. The school pays for the DBS clearance.

The Exams Officer organises training for invigilators and this includes discussion of their main duties as detailed in the job description and annual safeguarding training and updates.

Senior Examinations Invigilators are experienced invigilators who assist the Exams Officer in duties as required, for example packing up the exam papers. They report any issues to the Exams Officer who takes the appropriate action.

Invigilators work under the direction of the Exams Officer and Senior Invigilator.

7.2 Exam days

The Exams Officer informs the Site Manager of the dates when exams will take place in the Main Hall and of the number of exam desks and tables required.

The Exams Officer provides the exam papers to the Senior Invigilator in the secure room where the second eye check form is completed by both.

HoY and/or members of SLT supervise the entry of students into the exam room, give standard instructions and starts the exam in accordance with JCQ instructions.

Under no circumstances may members of centre staff:

- Be present at the start of the exam unless authorised by the Exams Officer.
- Remain in the exam room after the start of the exam.
- Have access to the exam question paper unless they are specifically requested to do so by the Exams Officer or Senior Invigilator (e.g. to confirm a printing error in the exam paper).
- Communicate in any way with candidates once the exam has started (except in Art time tests and Science practical exams).

Subject teachers may have sight of the spare exam papers once the scripts have been bagged for sending to the exam boards and only after the required duration stated by JCQ. They may collect remaining papers from the Exams Office 24 hours after the exam took place.

8. Candidates, Exam Clashes and Special Consideration

8.1 Candidates

The Centre's rules on uniform/acceptable dress and behaviour apply during exams. Students in Years 12 and 13 must wear their school lanyard with their ID badge to all exams. This is for identification purposes.

Candidates must not bring any unauthorised material into the exam room. This includes mobile phones, Smart watches, watches, earpods and other similar electronic devices, calculators with WIFI capability, revision notes, blank paper, prohibited annotations in set texts. Any unauthorised material mistakenly brought into the exam room **MUST** be placed in one of the clear plastic wallets. These will be collected by invigilators for secure storage for the duration of the exam.

External candidates (former students only) must report to the lead invigilator or Exams Officer and provide photographic proof of identity (e.g. driving licence or passport).

Candidates remain under exam conditions from entering the exam room until they have left the building, particularly the corridor area outside the main hall and Room K.

Instructions for candidates in exams are available on the School website. Any breaches of exam rules may be dealt with under JCQ regulations on "Suspected Malpractice in Examinations and Assessments".

The Exams Officer will attempt to contact any candidate who is not present at the start of the exam and will deal with them under JCQ rules. It is the student's responsibility to ensure that he/she knows the dates and times of all their exams and to be outside the examination room 15 minutes before the start time.

Candidates may leave the exam room for a genuine purpose and must return immediately. They will be accompanied by the Exams Officer or an invigilator.

8.2 Exam clashes

The Exams Officer identifies clashes where students have 2 or more exams in one session and where the total time exceeds 3 hours. The Exams Officer will identify the exam which needs to be taken in another session on the same day and inform the student. Where clashes on one day exceed 6 hours (5 ½ for GCSE students), the exam officer contacts the parents who agree to supervise their student overnight and sign the JCQ confidentiality declaration for overnight supervision so that the student can complete his/her exam the following morning.

8.3 Special consideration

If a candidate is too ill to sit an examination, suffers bereavement, experiences other trauma or is taken ill during the exam, it is the student's responsibility to inform a

member of staff who should then report it to the Exams Officer so that appropriate action can be taken in accordance with JCQ guidelines.

Any special consideration application must be supported by appropriate evidence and given in to the Exams Officer within 5 days.

9. Non-Examination Assessment (NEA) and Coursework

9.1 NEA and Coursework Completion

Students must complete all NEA/coursework by the date specified by their teachers or at least by the 1st May of each academic year.

Students should refer to the JCQ Information for Candidates documents on coursework and JCQ Information for Candidates for NEA which can be found on the School website under Examination Information. Teachers must ensure that students complete coursework/NEA in line with JCQ requirements.

Heads of Department ensure that that centre mark forms (or equivalent) and declaration sheets are completed and that work is ready to send to moderators before the awarding body deadlines. For further information, please refer to the NEA Policy.

9.2 Appeals against Internal Assessments

The School has an “Internal Assessment Appeals Procedure” which is available in Appendix 2. It relates to the teacher assessment of NEA and coursework.

The main points are:

- An appeal may only be made regarding the procedures used in the internal assessment, but not the actual marks awarded (marks are sample-checked by the external moderators appointed by the awarding bodies).
- A student or parent wishing to appeal against the procedures used should contact the Exams Officer in the first instance and then submit a written appeal to the Headteacher.
- An enquiry is then made by Exams Officer and a member of the Senior Leadership Team (SLT).
- The findings will be notified in writing to the appellant.

9.3 Review of Marking – centre assessed marks

The School has a “Review of Marking – centre assessed marks procedure” which is available in Appendix 3 and relates to ensuring that staff mark candidates’ work fairly and consistently and in accordance with the awarding body’s specification.

The main points are:

- Students will be informed of their marks in advance of submission to the exam boards.
- Students may request a review of marking.
- An assessor with appropriate competence will be appointed to carry out a review and the outcome of the review will be communicated to all parties involved.

10 Results, enquiries about results (EARs) and access to scripts (ATS)

10.1 Results

Before the end of June, the Exams Officer ensures that results for vocational courses have been entered and that awarding bodies are aware that results for these courses are to be included with GCE/GCSE results (as appropriate).

The Exams Officer and the Senior Leadership Team Member checks for missing QAN and QCA codes and carries out other preparatory work to ensure that the Performance Tables will be correct. On the restricted release results day, the Exams Officer downloads results, produces KS4 and Age 16-18 Performance Summary reports for the Headteacher as well as Year 11, 12 and 13 results spreadsheets.

The Exams Officer prints Candidate Statements of Results and these can be collected from the school on the August GCE and GCSE results days. *If prior notification of student unavailability on Results Day is received by the Exams Officer results will be emailed to the candidate's school email address.*

The member of SLT with responsibility for Results Days and the Sixth Form Administrator arrange for staff to be present in order to give out the results but also to advise students on possible options should their results be better or worse than expected.

Even if a child does not wish to give their parents access to their information, parents are entitled to request access to, or a copy of, their child's educational record (this includes exam results) as part of their entitlement as those with parental responsibility. This entitlement applies until the child reaches the age of 18.

10.2 Enquiries about Results (EARS)

Review of marking for GCSE and GCE exam scripts may be requested by students and Heads of Department if there are reasonable grounds for believing that there have been errors in marking. An individual student requesting a review of marking must complete the Enquiries about Results form, pay the fee and sign to acknowledge that the review can result in the marks awarded for an exam going down, staying the same or going up. Where a department requests a number of reviews of marking the signature of each student selected must be obtained. The same rule applies for clerical checks.

10.3 Access to Scripts (ATS)

At the same time as requesting a clerical review or review of marking, students and departments may also request a copy of the reviewed or clerically checked script. The original script may also be requested but this will only be despatched after the deadline for EARS.

The candidate's signatures must be obtained when scripts are requested as this is personal information covered by the Data Protection Act.

EARS and ATS are administered by the Exams Officer.

11. Certificates

Certificates are available for collection after the Presentation Evening held in December each year and can be collected and signed for in person in school by the student or their authorised representative. Authorised representatives collecting certificates on behalf of the students will need to bring in a form of ID.

The Centre retains certificates for five years.