



# HENLEY-IN-ARDEN SCHOOL

*Achieving Excellence Together*

<b>Name of Policy</b>	<b>Examinations Policy</b>	
<b>Lead</b>	Mrs W Kelly	
<b>Governor Committee</b>	Chair of Governors	
<b>Policy Status</b>	Originally Drafted	April 2015
	Governor Approved	Yes
	Date Governor Approved	July 2016
<b>Review Frequency</b>	2 Years	
<b>Next Review</b>	June 2018	

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## **The purpose of this exams policy is:**

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams 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.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## Exam Responsibilities

### The Head of Centre:

- has overall responsibility for the school as an exams centre and advises on appeals and re-marks
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### Exams Officer:

- manages the administration of internal exams and external exams
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies
- oversees the production and distribution, to all centre staff 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 are informed of and understand those aspects of the exams timetable that will affect them
- checks with teaching staff that the necessary controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries
- maintains systems and processes to support the timely entry of candidates for their exams
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines
- administers Access Arrangements and makes applications for Special Consideration following the regulations in the JCQ publication *A guide to the special consideration process*
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- oversees the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- ensures candidates' controlled assessment marks are submitted, 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 SLT, any post results service requests.

**Heads of Subject** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer
- accurate completion of controlled assessment mark sheets and declaration sheets
- dispatch of controlled assessments and secure storage of returned work
- decisions on post-results procedures.

**Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Head of Subject and/or Exams Officer.

**Candidates** are responsible for:

- confirmation and signing of entries
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own
- ensuring they conduct themselves in all exams according to the JCQ regulations.

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

- identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements
- processing any necessary applications in order to gain approval (if required)
- working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

**Lead invigilator/invigilators** are responsible for:

- assisting the Exams Officer in the efficient running of exams according to JCQ regulations
- collection of exam papers and other material from the exams office before the start of the exam
- management of the exam room
- collection of all exam papers in the correct order at the end of the exam
- returning all papers and other material to the exams office at the end of the exam.

## **Qualifications Offered**

The qualifications offered at this centre are decided by the Deputy Head Teacher.

The types of qualifications offered are GCSE, CNAT, BTEC, Functional Skills, Entry Level Certificates, AQA Level 2 Certificate in Further Maths.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by the end of June.

Informing the Exams Officer of changes to a specification is the responsibility of the Head of Subject.

Decisions on whether a student should be entered for a particular subject will be taken by the Assistant Headteacher responsible for exams and Head of Subject in consultation with the student and parent/guardian.

## **Exam Series**

Internal exams (mock or trial exams) and assessments are scheduled in December (Year 11) and summer term for Year 7, 8, 9, and 10.

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

Internal exams are held under external exam conditions for Year 10 and 11 and where possible for Year 7, 8 and 9.

The centre does offer some assessments on an on-demand basis. On-demand assessments can be scheduled only in windows agreed between the Exams Officer, Assistant Headteacher responsible for exams and the Head of Subject.

## **Exam Timetables**

Once confirmed, the Exams Officer will circulate the exam timetables for external exams at least 8 weeks before each series begins.

Timetables for internal exams will be circulated by the Assistant Headteacher responsible for exams.

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

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre only accepts entries from private candidates who are past students.

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

Entry deadlines are circulated to Heads of Subject via email and internal post.

Heads of Subject will provide estimated entry information to the Exams Officer to meet JCQ and awarding organisation deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Assistant Headteacher responsible for exams.

Re-sits/retakes are discretionary and subject to the appropriate fees being received.

Re-sit decisions will be made by Assistant Headteacher responsible for exams in conjunction with the Head of Subject following consultation with the student and parent/guardian.

## **Exam Fees**

Candidates or parents 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.

The Exams Officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre, the subject or the candidate depending on the circumstance.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

## **Equality Legislation**

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the SENCo.

## **Access Arrangements**

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCo and Student Support Manager.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo and Student Support Manager.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and Student Support Manager.

Rooming for access arrangement candidates will be arranged by the Exams Officer and Student Support Manager.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer and Student Support Manager.

## **Contingency Planning**

Contingency planning for exams administration is the responsibility of the Assistant Headteacher responsible for exams.

Contingency plans are available via the school intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## **Private Candidates**

Managing private candidates is the responsibility of the Exams Officer.

## **Managing Invigilators**

External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Exams Officer

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Office Manager.

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

Invigilators' rates of pay are set by the Finance Manager.

Invigilators are timetabled, trained, and briefed by the Exams Officer.



## **Malpractice**

The Head of Centre in consultation with the Assistant Headteacher responsible for exams, the Head of Subject and the Exams Officer is responsible for investigating suspected malpractice.

## **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 invigilators.

The Site Services team is responsible for setting up the allocated rooms, and will be advised of requirements at least one week in advance.

The Lead Invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do. (See Appendix A)

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 Subject in accordance with JCQ's recommendations after candidates have completed them.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## **Candidates**

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Assistant Headteacher responsible for exams/Head of Year and/or the Exams Officer.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exam Officer is responsible for handling late or absent candidates on exam day.

## **Clash Candidates**

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## **Special Consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the Parent/Guardian's responsibility to alert the centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding organisation within 7 days of the exam.

## **Internal Assessment**

It is the duty of Heads of Subject to ensure that all internal assessment is dispatched at the correct time. S/he must keep a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are submitted by the Head of Subject/subject teacher.

Candidates may make appeals no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series). Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

## **Results**

Candidates will receive individual results slips on results days

- in person at the centre
- by post to their home address - candidates to provide a self-addressed envelope
- collected and signed for by a third party provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Exams Officer.

The provision of the necessary staff on results days is the responsibility of the Assistant Headteacher responsible for exams.

## **Enquiries about Results (EAR)**

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

All decisions on whether to make an application for an EAR will be made by the Head of Subject or the candidate (subject to the appropriate fees) and the Assistant Headteacher responsible for exams.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process set out in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

## **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 28 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

An EAR cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of the Exams Officer.

## Certificates

Candidates will receive their certificates

- in person at the centre
- by post, recorded delivery, to their home address
- collected and signed for by a third party

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 1 year.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued by the centre if a candidate agrees to pay the costs incurred.

## **Responsibilities**

Head of Centre: Mr Steven Jefferies

Exams Officer: Mrs L Darby

Assistant Headteacher responsible for exams: Mrs A Nash

Date: March 2016

## Appendix A

### Produced on behalf of AQA, CCEA, OCR, Pearson and WJEC Notice to Centres The people present in the examination room

**The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators.**

**Section 10, page 28**, of the JCQ publication Instructions for conducting examinations provides clarity on who may be present in the examination room.

**The head of centre has a duty at all times to maintain the integrity of the examination** and to ensure that fully trained invigilators are in place for examinations and tests. Invigilators **must** have been trained to undertake their duties as per **section 6, page 17**, of the JCQ publication Instructions for conducting examinations.

The following rules relate to centre staff other than exams officers and invigilators.

**Senior members of centre staff**, such as Assistant Headteachers, may be approved by the head of centre to be present at the start of the examination(s). When entering an examination room, they **must** identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

**Where specifically approved by the head of centre and agreed with the exams officer, senior members of centre staff have a very clear role. Principally:**

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper, (particularly where optional or tiered papers are involved);
- to check that candidates have the appropriate equipment and materials for the examination;
- to commence the examination.

**Under no circumstances may members of centre staff:**

- be present at the start of the examination and then sit and read the examination question paper before leaving the examination room;
- enter the examination room, uninvited, with the sole intention of accessing the examination question paper;
- have access to the examination question paper **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before escalating the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, except in Art timed tests and Science Practical examinations, or where maintaining discipline in the examination room. This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

**Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.**