



# Examinations Policy

The King's School  
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EX11 1RA

## Policy Change Control

Policy Owner	DHT Teaching Learning and Professional development
Approved By	Curriculum Committee
Date of Last Approval	07/03/2018
Next Revision Due	March 2019

Date	Version	Person	Change / Action
12/06/2014	1.0	Governors	Adoption of Policy
02/05/2017	1.1	SBM	Update to Template
29/06/2017	1.2	NJW	Minor change to statement on recruitment of invigilators
13/07/2017	1.3	LOE	Minor Change to reflect review term of policy
13/07/2017	1.3	Governors	Approval by Governing Board
	1.4	ENM	Added reference to JCQ regulation on page 6 (malpractice) Addition of appeals procedure – previous policy referred to a separate policy
07/03/2018	1.4	Governors	Approval by Governors

## Exam Policy

### The 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 every two to three years.

The exam policy will be reviewed by the Head of Centre, Deputy Head, Heads of Department, Senior Leadership Team and Exams Officer

### Exam Responsibilities

The Head of Centre:

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

The Deputy Head with responsibility for assessment and examinations:

- is responsible for ensuring that the exams system operates efficiently and that it acts in the best interests of candidates.

The Exams Officer:

- manages the administration of public and internal exams
- advises the senior leadership team, subject teachers, class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- maintains systems and processes to support the timely entry of candidates for their exams
- 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 are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework/controlled assessment 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 publications for Access arrangements, reasonable adjustments and special consideration
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams in accordance with the school recruitment policy
- submits candidates' coursework/controlled assessment marks, tracks despatch and stores returned coursework/controlled assessment 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 Department are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- delivering and monitoring the syllabus for the examination
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets
- discussing requests for post-results procedures

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

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

- identification and testing of candidates' requirements for access arrangements
- the 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
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

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/controlled assessment regulations and signing a declaration that authenticates the work as their own
- ensuring they conduct themselves in all exams according to the JCQ regulations

## **Qualifications offered**

The qualifications offered at this centre are decided by the Head of Centre, Heads of Department and Senior Leadership Team.

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 specification from the previous year, the exams office must be informed by 1st September.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENCo, subject teachers and Head of subject.

## **Exam series**

Internal exams and assessments are scheduled in December, January, April/May, June and on demand.

External exams and assessments are scheduled May and June. In November there are GCSE maths and English language re-sits.

On-demand assessments can be scheduled only in windows agreed between the Exams Officer and the Senior Leadership Team.

## **Timetable**

Once confirmed, the Exams Officer will circulate the exam timetable for internal exams and external exams.

### **Entries, entry details and late entries**

Candidates are selected for their exam entries by subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal following consultation first with the Head of Department and then the Head of Centre.

The centre accepts entries from external candidates and acts as an exam centre for other organisations. (BMAT etc).

Entry deadlines are circulated to Heads of Department via email, notice board and briefing meetings.

Late entries are authorised by Heads of Subject.

GCSE re-sits will meet the GCSE terminal rule and re-sit requirements.

Re-sit decisions will be made in consultation with candidates, subject teachers, and Heads of Department.

## **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.
- Exam fees are paid by the centre.
- Late entry or amendment fees are paid by the departments, centre and candidates.

Fee reimbursements are sought from candidates who fail without good reason to complete the requirements of a public exam where the governing body originally paid/agreed to pay the fee.

Re-sit fees are paid by the individual student.

## **Equality Legislation**

The centre will comply with any equality legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre, SLT, Heads of Department, Exams Officer and SENCo.

## **Access arrangements**

The SENCo will inform staff of candidates with special educational needs who can be granted any special arrangements during the course and in the exam. The exams officer will inform staff of other special arrangements, such as those due to anxiety or medical conditions.

A candidate's access arrangements requirement is determined by the SENCo, doctor and/or educational psychologist/specialist teacher.

Making access arrangements for candidates to take exams/controlled assessments 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. The Exams Officer will inform parents about outcomes of these applications.

Rooming, invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer, supported by the Skills for Learning team.

### **Contingency planning**

Contingency planning for exams administration is the responsibility of the Deputy Head.

### **Private candidates**

Managing private candidates is the responsibility of the Exams Officer.

### **Forecast grades**

Heads of subject and subject teachers are responsible for submitting Forecast grades to the exams office when requested by the exams officer.

### **Managing invigilators**

Support staff, external staff and agency employees are used to invigilate examinations. These invigilators will be used for internal exams and external exams.

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

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

DBS fees for securing such clearance are paid by the centre. Invigilators' rates of pay are set by the Business Manager.

### **Malpractice**

The head of centre is responsible for investigating suspected malpractice, following JCQ Suspected Malpractice in Examinations and Assessments 2017-18

### **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.

Only those members of Subject staff authorised by the head of centre and agreed with the exams officer 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.

## **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 is responsible for handling late or absent candidates on exam day.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

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 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.

## **Internal assessment (see NEA policy for further details)**

It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers and Heads of subject.

## **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed below:

- The Deputy HT will manage the appeals process. They will be responsible for disseminating information to all candidates and their carer/s about the appeals procedures and for informing the Head of centre about the existence and outcome of all such appeals.
- All appeals concerning internal assessments should be made in writing stating the details of the complaint and the reasons for the appeal, within five working days of receiving the assessment mark.
- The teacher(s) concerned in making the assessment will see a copy of the appeal and respond to this in writing, with a copy sent to the candidate.
- The candidate will have the opportunity to have a personal hearing if they are not happy with the written response they have received and will be given reasonable notice of the hearing date; they will have sight of all relevant documents (e.g. the marks given, the assessments made) to the case in advance of the hearing. Where the candidate is presenting their own case they will be allowed to be accompanied by a (single) carer/friend. The teacher(s) and candidate will have the opportunity to hear each other's submission to the panel at the hearing.
- The appeals panel should comprise at least two individuals who have not previously dealt with the particular case. One of the individuals will be a senior member of staff and the second, a Governor.

- The centre will maintain a written record of all appeals. This will include the outcome of an appeal and reasons for that outcome. The centre should send a copy to the candidate and, where appropriate, to their carer/s within a specified time limit.
- The centre will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal.

## **Results**

Candidates will receive individual provisional statement of result slips on result days in person at the centre. Results will not be released to another person without the candidate's written permission.

Arrangements for the centre to be open on results days are made by the Exams Officer. The provision of staff on results days is the responsibility of the Senior Leadership Team.

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

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 internally, the Exams Officer, teaching staff and Head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

If a candidate personally requests an EAR they will be charged.

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 access to their scripts and centre staff may request photocopies of scripts for investigation within three days' scrutiny of the results.

Staff may also request the return of scripts for teaching purposes, in which case, the consent of candidates must be obtained.

Re-marks 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**

Certificates are presented in person and signed for. They may be posted (recorded delivery) if the candidate requests and pays for this service before they leave.

Certificates cannot be collected on behalf of a candidate by third parties, unless they have been given written authorisation by the candidate to do so.

The centre retains certificates for three years.