



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
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Date	Version	Person	Change / Action
12/06/2014	1.0	Trustees	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	Trustees	Approval by Governing Board
25/02/2018	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	Trustees	Approval by Trustees
14/02/2019	1.5	ENM	Changes to Private candidates and Review of marking section.
17/03/2019	1.5	Trustees	Approval by Trustees

Examination Policy

The policy purpose

The purpose of this exam policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff

It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

The examination policy will be reviewed every two years.

The examination policy will be reviewed by the Head of Centre, Deputy Head, Heads of Departments, Senior Leadership Team, Trustees and Examinations Officer

Examination Responsibilities

The Head of Centre:

- has overall responsibility for the school as an Examination Centre and advises on appeals and re- marks
- is responsible for reporting all suspicions or actual incidents of malpractice – refer to the Joint Council for Qualifications (JCQ) document *Suspected malpractice in examinations and assessments*

The Deputy Head with responsibility for assessment and examinations:

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

The Examinations Officer:

- manages the administration of public and internal examinations
- 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 examinations
- oversees the production and distribution to staff, trustees and candidates of an annual calendar for all examinations 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 examinations invigilators responsible for the conduct of examinations in accordance with the school recruitment policy
- submits candidates' non examined assessment (NEA) marks, tracks, dispatches and stores returned NEAS and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of examination 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 examination 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 Examinations Officer
- accurate completion of NEA 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 Examinations Officer to provide the access arrangements required by candidates in examinations rooms

Lead invigilator/invigilators are responsible for:

- collection of exam papers and other material from the examinations 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 examinations office

Candidates are responsible for:

- confirmation and signing of entries
- understanding NEA regulations and signing a declaration that authenticates the work as their own
- ensuring they conduct themselves in all examinations according to the JCQ regulations

Qualifications offered

The qualifications offered at this Centre are decided by the Head of Centre in consultation with the Heads of Department and Senior Leadership Team.

The subjects offered for these qualifications in any academic year may be found on the Centre's website for that year. If there has been a change of specification from the previous year, the examinations 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. The final decision on entry (including tier of entry) sits with the Head of Centre.

Examination series

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

The majority of external examinations and assessments are scheduled in May and June. In addition, in November there are GCSE Mathematics and English language re-sits and in January there are entry level examinations.

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

Timetable

Once confirmed, the Examinations Officer will circulate the exam timetable for internal examinations and external examinations.

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 Head of Centre will make the final decision. In exceptional circumstances, a student may be withdrawn from an examination following consultation with the parent, head of department and SLT. The Head of Centre will make the final decision.

The Centre accepts entries from external candidates and acts as an Exam Centre for other organisations. (BMAT etc) subject to agreement by SLT and completion of a signed code of conduct (see private candidates).

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. Invoices will be raised by the Finance Office when the Examinations Officer informs them of the cost and candidate details.

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, Examinations 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 Examinations 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 JCQ, based on evidence provided by the SENCo, other specialist teachers, educational psychologist or medical consultant.

Applying for and arranging access arrangements for candidates to take examinations/NEAs is the responsibility of both the SENCo and Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer. The SENCo or Examinations 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 Examinations Officer, supported by the Skills for Learning team. Where it is necessary for an invigilator to do a home visit, the school will carry out a risk assessment to determine the level of risk and put in place mitigation if necessary.

Contingency planning

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

Private candidates

Managing private candidates is the responsibility of the Examinations Officer. All private candidates will be charged the cost of the exam paper, invigilation and administration fees. They will complete and sign a code of conduct agreement. Any private candidates who are not ex-students or who are not known to the school will be invited to the school to see the examination venue and be interviewed after their code of conduct agreement has been signed and submitted. The King's School cannot be responsible for the marking of any NEA components attached to an exam entry.

Predicted grades

Heads of subject and subject teachers are responsible for submitting predicted grades to the examinations office when requested by the Examinations Officer.

Managing invigilators

Support staff and external staff are used to invigilate examinations. These invigilators will be used for internal examinations and external examinations. Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer.

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

Examination days

The Examinations 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 nominated senior invigilator will start all examinations in accordance with JCQ guidelines.

Only those members of Subject staff authorised by the Head of Centre and agreed with the Examinations 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 examinations, 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 Examinations 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 Examinations 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 Examinations 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 Examinations 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 Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessment (see 2.2 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 Examinations 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 examinations 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 Examinations Officer. The provision of staff on results days is the responsibility of the Senior Leadership Team.

Review of Marking (ROM)

- Enquires about results 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 ROM is requested.
- All requests for reviews of marking can only be made through the Examinations Office and must be received by the Examinations Officer in school no later than 21 days after the publication of GCSE results to allow time for processing the request. The exception is Priority Service 2 requests (only available if GCE A level candidate's place in higher education is dependent on the outcome) for which the deadline is 6 days after the publication of GCE results.
- No request will be actioned without a fully completed Candidate Consent Form signed by the candidate (or with the candidate's email consent attached). Consent forms/emails must be retained by the Centre for at least 6 months following the outcome of an enquiry or any subsequent appeal.
- No request will be actioned until appropriate payment has been agreed and received.
- Candidates are advised to discuss their result with the appropriate Head of Subject or Head of Post 16 before making a decision on whether to proceed with an enquiry.

Reviews of Marking can be instigated by:

1. The candidate who must sign the consent form and pay the appropriate fee by the given deadline before the school will action the request.
2. Senior Leadership/Head of Department may encourage a candidate to request a review of marking. In this case, the school will fund the enquiry but the candidate's written consent is still required.
3. The Head of Department may agree that the department will fund an enquiry on the candidate's behalf. In addition to the candidate's consent, the Head of Department will let the Examinations Officer know that this is the case before the request is submitted.

Reviews of Marking Policy & Procedures

If the outcome of a review of marking is a change of grade, which negates the fee, the Examinations Officer will arrange for the appropriate fee to be refunded.

The school will inform the candidate as soon as possible about the outcome of a review of marking.

Candidates must be aware that the outcome of an enquiry is final and where there has been a downgrade the request will not be revoked and the original higher grade will not be reinstated.

A review can only be made by the school on a student's behalf. Awarding bodies can only enter into discussions with the school.

An appeal to an awarding body following the outcome of Review of Marking

The appeals process is available to Centres or candidates who remain dissatisfied after receiving the outcome of a review of marking. Full details of the awarding bodies' appeals processes are provided in the publication "A guide to the awarding bodies' appeals processes" which is available on the JCQ website <http://www.jcq.org.uk/examinations-office/appeals>.

An appeal can only be made on the basis that the awarding body has not followed due procedures.

The appeal must be made only by the Head of Centre on behalf of the candidate or a group of candidates. Appeals do not generally involve further reviews of marking candidates' work.

Where an original hard copy script has been returned to a Centre as part of a review of marking, its' security is compromised and it cannot be subject to an appeal.

Appeals must be submitted to the relevant awarding body within 14 calendar days of the notification of the outcome of the enquiry.

Appeals must be made in writing and clearly state the grounds for appeal.

Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.

An appeal against a moderation decision cannot be made on behalf of an individual candidate.

Access to scripts

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts do not apply to internally assessed components, orals or audio/video tapes.

Conditions of Access to Scripts (ATS) service

Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other students, prior written (or emailed) permission must be obtained from the candidates concerned. This permission must be sought only after the candidates have received their results for the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before use. The Centre's policy is that teachers using scripts for teaching and learning purposes must ensure that anything that can identify the candidate is removed before use.

A candidate has the right to instruct their Centre not to request their scripts.

Scripts must only be seen by teachers who are members of staff at that Centre or returned directly to candidates. Centres must store scripts securely.

Where teachers have used scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner. In such cases, script disposal must not take place before the end of the Review of Marking period, at the end of November each year. Awarding bodies may request the return of some scripts, e.g. for research purposes.

Original hard copy scripts (where provided)

The originals of scripts that are or have been the subject of any malpractice investigation can be withheld by an awarding body. In these circumstances, a photocopy of the scripts may be requested.

Once an awarding body has returned an original hard copy script to a Centre or a private candidate, its security is compromised and it can no longer be subject to an enquiry about results.

Staff and candidates must be aware that original hard copy scripts must not be written on or otherwise tampered with ahead of the earliest date for disposal – which is at the end of the review period towards the end of November each year.

Candidates who have tampered with scripts, which may need to be retrieved for return to the awarding body earlier than this date, are liable to be penalised in accordance with the established JCQ policies and procedures relating to candidate malpractice.

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 one year and then follows JCQ regulations for their disposal.