



**ST HILDA'S**  
CE HIGH SCHOOL

## **EXAMINATION POLICY**

Date Policy prepared: 6<sup>th</sup> February 2018  
Governor Committee: Policy committee  
Policy agreed by committee: 5<sup>th</sup> March 2018  
Date ratified by governing body: 10<sup>th</sup> May 2018  
Policy reviewed by:SMc/JCo  
Date for next review (annual/2 yearly ): September 2020

**St Hilda's is educating for Wisdom, Hope, Community, Dignity and Equality**



# ST HILDA'S

## CE HIGH SCHOOL

VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>We aim to develop excellent standards in the external examination process.</p> <p>The examination policy details the examination process to ensure that it is fair and constant and meets the requirements of the awarding body's specification.</p> <p>This is also consistent with our values.</p>				

## CONTENTS

1. The exam policy
2. Qualifications
3. Exam series and timetables
4. Entries, entry details and late entries
5. Exam fees
6. Disability Discrimination Act
7. Estimated grades
8. Managing invigilators
9. Candidates
10. Internal assessments and appeals
11. Results
12. Certificates

### 1. THE EXAM POLICY

#### 1.1 **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 years by the Head of Centre, SLT, Heads of Department, Examinations Officer and Governing Body.

#### 1.2 **Exam Responsibilities**

Having overall responsibility for the school as an exam centre, the **Head of Centre**:

- 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.

**Exams Office Manager/Examinations Officer manages the administration of public and internal exams:**

- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Communicates regularly with staff concerning imminent deadlines and events concerning internal and external examinations.
- 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 and/or controlled assessment is completed on time and in accordance with JCQ guidelines.

**St Hilda's is educating for Wisdom, Hope, Community, Dignity and Equality**

- 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, in conjunction with the SEND Co-Ordinator, using the up-to-date JCQ publication - 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.
- Submits candidates' coursework/controlled assessment marks and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, despatches and returns coursework/controlled assessments to Heads of Department upon receipt for secure storage until appropriate deadlines and stores any other material required by the appropriate awarding bodies correctly until the appropriate deadline.
- 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:**

- Informing Examinations Officer of any changes to examination bodies used for their subject or any changes in syllabus used to facilitate smooth running of examinations process.
- Timely submission of information requested concerning examinations both internally and externally to Examinations Officer.
- Meeting deadlines set for checking entries and all other mark sheets as set by the exams officer in order to minimise late penalty fees.
- Accurate completion of coursework/controlled assessment mark sheets and declaration sheets.

#### **Teachers are responsible for:**

- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- Notification of access arrangements requirements identified to SEND Coordinator (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Department/school/curriculum.

#### **The SENDCO 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.
- Working with the exams officer to process any necessary applications in order to gain approval
- Working with the exams officer to provide the access arrangements required by candidates in exam 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.
- 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 coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

## **2. QUALIFICATIONS**

### **2.1 Qualifications offered**

The qualifications offered at this centre are decided by the Head of Centre and Heads of subject.

The qualifications offered are GCE, GCSE, BTEC, OCR National, Entry Level Certificates.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there is to be a change of specification from the previous year, the exams office must be informed at the beginning of the Autumn Term.

Informing the exams office of changes to a specification is the responsibility of the Heads of Department.

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

## **3. EXAM SERIES AND TIMETABLES**

### **3.1 Exam Seasons**

Internal exams and assessments are scheduled in November, December, January, February, March, May and June.

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

Mock Examinations for Year 11 and 13 internal exams held under external exam conditions.

**St Hilda's is educating for Wisdom, Hope, Community, Dignity and Equality**

The Head of Centre, Head of subjects, Head of Department and Senior Leadership Team decide which exam series are used in the centre.

On-demand tests are to be scheduled in agreement with the Exams Officer and the Head of Department.

### **3.2 Timetable**

Once confirmed, the Examinations Officer will circulate the exam timetable for internal exams and external exams at a specified date before each series begins.

## **4. ENTRIES, ENTRY DETAILS AND LATE ENTRIES**

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

Candidates are selected for their exam entries by the Heads of subject, Heads of Department and subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal in consultation with Heads of subject and subject teachers.

The centre accepts external entries from former candidates only.

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

Entry deadlines are circulated to Heads of Department via email, briefing meeting and internal post/pigeon hole.

Heads of Department/Curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Late entries are authorised by Heads of Department and Examinations Officer.

GCSE retakes allowed.

AS retakes are allowed.

A2 retakes are not allowed with the rare exception of former candidates needing to re-sit modules.

Retake decisions will be made in consultation with candidates, Head of Sixth Form, Head of Centre and Heads of Department.

## **5. EXAM FEES**

### **5.1 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.

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

**St Hilda's is educating for Wisdom, Hope, Community, Dignity and Equality**

GCSE entry exam fees are paid by the Centre for the 1st attempt.

AS entry exam fees are paid by the Centre for the 1st attempt.

A2 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre and candidates.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidates.

## 6. EQUALITY LEGISLATION

### 6.1 Equality Legislation

All exam centre staff must ensure that examination venues 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 Head of Centre and Examinations Officer.

### 6.2 Access Arrangements

The SENDCO 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 assessment /exams.

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

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer and SENDCO.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

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

### 6.3 Contingency Planning

Contingency planning for exams administration is the responsibility of the Head of Centre, SLT and Examinations Officer.

The School Exam Contingency Plan is available on the school intranet,.Contingency plans are also available via briefing meetings, internal post/pigeon holes, the school intranet and are in line with the guidance provided by Ofqual,JCQ and awarding organisations.

#### **6.4 Private Candidates**

School does not normally accept private candidates with the exception of former pupils who may need to re-sit modules.

### **7. ESTIMATED GRADES**

#### **7.1 Estimated grades**

Heads of Department and Heads of subject are responsible for submitting estimated grades to the Examinations Officer by the deadline when requested by the Examinations Officer.

### **8. MANAGING INVIGILATORS**

#### **8.1 Managing invigilators**

Internal staff are used to invigilate examinations.

These invigilators will be used for internal mock exams conducted outside the classroom and external exams.

Recruitment of invigilators is the responsibility of the Exams Office and Deputy Head (curriculum).

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration unless invigilators are employed directly from a Teaching Agency.

DBS fees for securing such clearance are paid by the Centre unless invigilators are employed directly from a Teaching Agency.

Invigilators are recruited, timetabled, trained and briefed by the Exams Office and also the Agency from which they may be hired.

Invigilators' rates of pay are set by the Centre administration and the Teaching Agency from which invigilators may be recruited.

#### **8.2 MALPRACTICE**

The Head of Centre in consultation with the exams officer and Heads of Department is responsible for investigating suspected malpractice.

#### **8.3 Exam days**

**St Hilda's is educating for Wisdom, Hope, Community, Dignity and Equality**



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 and will be advised of requirements at least four weeks in advance.

The lead invigilator/Examinations Officer/Examinations Assistant 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.

In practical exams subject teachers' availability and invigilation 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 Departments by the exams officer in accordance with JCQ's recommendations and no later than the following day after all candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the exams assistant, invigilators and reception.

## 9. CANDIDATES

### 9.1 **Candidates**

The exams officer will provide written information to candidates in advance of each exam series.

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.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary 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 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 or subsequently.

## **9.2 Clash Candidates**

The Examinations 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 an exam, then it is the candidate's responsibility to alert the centre's 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.

# **10. INTERNAL ASSESSMENTS AND APPEALS**

## **10.1 Internal assessment replaces the largely discontinued term coursework**

It is the duty of Heads of Department to ensure that all internal assessment and controlled assessment is ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each despatch, 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 Heads of subject and Heads of Department.

Appeals against internal assessments and controlled assessments must be made before the start of the written exam season. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

## **10.2 Appeals against internal assessments**

The appeals process can only be applied against the procedures that led to the assessment and not against the mark or grade.

The process for managing appeals against internal assessments and controlled assessment is detailed in a separate appeals policy, available from the exams office.

# **11. RESULTS**

## **11.1 Results, enquiries about results (EARs) and access to scripts (ATS)**

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses (candidates to provide self-addressed envelope).

Pupils may nominate someone to collect their exam results on their behalf but must inform the school in writing and suitable identification must be brought by the individual nominated to collect the results.

Pupils may receive their results via e-mail provided they have written to school stating the e-mail address to which the results should be sent.

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 Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

## **11.2 EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. A request for a re-mark or clerical check requires the written consent of the candidate before any EAR is requested. A request for re-moderation of internally assessed work may be submitted without the consent of the group of candidates

If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark. The cost of this may be at the pupil's or centre's expense depending upon who has instigated the re-mark.

When the centre does not support a request an EAR, a candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document. If a candidate still wishes to request an EAR then the cost will be at the pupil's expense.

## **11.3 ATS**

After the release of results, candidates may ask subject staff to request the return of written exam papers for feedback in accordance with the deadlines set in the Post Results Service Information.

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. The cost of ATS will be paid for by the centre /pupil depending upon who has made the request.

The processing of requests for ATS will be the responsibility of the exams officer.

## **12. CERTIFICATES**

### **12.1 Certificates**

Certificates are presented in person at a prize night service or collected from school in person.

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 seven years.

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