

West Park

'A caring school where we put pupils and their achievement first'



Examination Policy

Policy Statement

The purpose of this examination 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.

This examination policy will be reviewed annually.

This examination policy will be reviewed by the Head of Centre, Deputy Head with responsibility of examinations and the Examinations Officer.

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1. Examination responsibilities

Head of Centre

Overall responsibility for the school as an examination centre:

- Advises on appeals and re-marks
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*Suspected malpractice in examinations and assessments*'

Examinations Officer

Manages the administration of public and internal examinations:

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- Oversees the production and distribution to staff, governors 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 examination timetable that will affect them
- Informs teaching staff of non-examination assessment deadlines in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries, if required by examination boards
- Receives, checks and stores securely all examination papers and completed scripts
- Administers access arrangements to comply with JCQ '*Access arrangements and reasonable adjustments*'.
- Makes applications for special consideration with reference to JCQ '*Guide to the Special Consideration Process*'.
- Identifies and manages examination timetable clashes
- Accounts for income and expenditures relating to all examination costs/charges
- Organises the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- Ensures candidates' non-examination assessment marks are submitted on schedule, tracks dispatch of sample work and forwards returned work to Heads of Subject for storage

- Arranges for dissemination of examination results and certificates to candidates and submits, in consultation with the Leadership Group, any appeals and review of marking requests
- Maintains systems and processes to support the timely entry of candidates for their examinations

Examinations Officer/Data Systems Manager

- Prepares data for the Leadership Group showing results achieved in relation to expected grades and provides comparable data for previous years to enable future procedural improvements
- Prepares timetables for all internal examinations and seating plans where appropriate

Heads of Department

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of non-examination assessment mark sheets and declaration sheets and online submission to examination boards
- Ensure candidates are aware of, and comply with, JCQ regulations on plagiarism
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer
- Storage of all candidates' work for the required period set by the examination boards after the publication of results

Subject Teachers

- Ensure Heads of Department are provided with correct entry information for their candidates
- Accurately check provisional and final entries for their candidates
- Ensure candidates are aware of, and comply with, JCQ regulations on plagiarism
- Comply with all non-examination assessment guidelines
- Provide non-examination assessment marks to Head of Department when requested to meet deadlines set by the examination boards/Examinations Officer

SENCO

- Advise Examinations Officer of all access arrangements required by candidates
- Identification and testing of candidates' requirements for access arrangements

- 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 to the best of their ability

Lead invigilator

- To assist Examinations Officer to prepare all examination materials and rooms
- Collection of examination papers and other material from the examinations office before the start of the examination
- To advise and direct the lay invigilators during the examination

Lead invigilator/invigilators

- Supervise entry of candidates into examination room and visually check for possession of unauthorized material
- Ensure regulations in JCQ 'Instructions for Conducting Examinations' are maintained throughout the examination
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office

Candidates

- Confirmation and signing of entries
- Understanding and applying non-examination assessment regulations, particularly those relating to plagiarism, and signing a declaration that authenticates the work as their own
- Understanding and applying all examination regulations for written papers/on-screen tests

Administrative staff

- Supervise arrival of examination papers/material and collection of scripts by couriers (Parcelforce)
- Advise Heads of Subject of procedure for posting non-examination/controlled assessment and other examination documents

Site Staff

- To set up all examination rooms as requested by the Examinations Officer

2. The statutory tests and qualifications offered

The qualifications offered at this centre are decided by the senior leadership team.

The qualifications offered are GCSE and BTEC.

The subjects offered for these qualifications in any academic year may be found on the school website. If there has been a change of syllabus from the previous year, the Head of Department/Subject must inform the examinations office by the first day of the new academic year in September.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENCO, Head of Subject and Associate Head.

3. Examination seasons and timetables

3.1 Examination seasons

Internal examinations are scheduled in December, April, May and June.

External examinations are scheduled in January, May and June, with on-demand external assessments at the request of the Head of Subject.

Internal examinations will follow conditions as close as possible to external examination regulations, particularly for Year 10/11 Mock GCSE examinations.

3.2 Timetables

Once confirmed, the Examinations Officer will circulate the examination timetables for internal and external examinations.

4. Entries, entry details and late entries

4.1 Entries

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

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

withdrawal. Written request must be made to the Examination Office and any additional fees incurred must be paid by the candidate, parent or carer.

The Centre does accept entries from external/private candidates.

4.2 Late entries

Entry deadlines are circulated to Heads of Department via email.

Late entries must be authorised by the Heads of Department in consultation with the Examinations Officer.

5. Examination fees

The Centre will pay all normal examination fees on behalf of candidates. Candidates may be asked to pay re-sit fees.

Late entry or amendment fees are paid by the candidate or department that requests them.

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.**

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

A candidate's special needs requirements are determined by the SENCO and educational psychologist /specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

6.3 Access arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENCO and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO after consultation with the Specialist Teacher responsible for testing.

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

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer/SENCO.

7. Managing invigilators and examination days

7.1 Managing invigilators

External invigilators or cover supervisors will be used for most internal and external examinations.

The recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary DBS check for new invigilators is the responsibility of the centre administration. Fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the examinations office.

Invigilators' rates of pay are set by the centre administration.

7.2 Examination days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator. Candidates are responsible for providing the correct equipment.

Site management is responsible for setting up the allocated rooms.

The Head/Deputy Head/Examinations Officer/lead invigilator will start all examinations in accordance with JCQ guidelines.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

Subject staff should not be present during any part of an external examination in their subject unless specifically requested to be there by the Examinations Officer for administrative purposes.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department when all examination scripts have been collected and checked for despatch to the Examination Boards.

8. Candidates, clash candidates and special consideration

8.1 Candidates

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The Examinations Officer and Administrative staff will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

8.2 Clash candidates

The Examinations Officer will be responsible, as necessary, for arranging supervision of clash candidates and rescheduling their timetable to comply with JCQ regulations.

8.3 Special consideration

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre, the Examinations Officer, or the examination invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence

within three days of the examination, for example a letter from the candidate's doctor.

The Examinations Officer will then submit an application for special consideration to the relevant awarding body within seven days of the end of the examination series.

9. Non-examination Assessment and appeals against internal assessment decisions

9.1 Non-examination Assessment

Candidates must complete all non-examination assessments by the deadline set by the examination board/Examinations Officer.

Heads of Department will ensure all work is ready for dispatch at the correct time and will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are submitted to the examinations boards by the Heads of Subject and Heads of Department by the deadline set by the examination boards.

9.2 Appeals against internal assessment decisions

The Centre is obliged to publish a separate procedure on this subject, which is available from the examinations office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their non-examination assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing, by the first week in April, to the Examinations Officer who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

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

10.1 Results

Candidates will receive individual results slips on results days either in person at the Centre, by a person authorised in writing by the candidate or by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days will be made by the Examinations Officer.

10.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. All EAR requests must be authorised by the candidate.

If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense. If the centre does not agree to pay, then all costs incurred are to be paid by the candidate. Payment of fees must be made before the EAR request is submitted to the awarding body.

When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

10.3 ATS

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

GCSE review of marking requests cannot be applied for once an original script has been returned.

(See also section 5: Examination fees)

11. Certificates

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation from the candidate and proof of i.d.

The Centre retains certificates for six years.

12. Examination Contingency Plan (Administration)

In the event of the extended absence of the Examinations Officer, the examination administration will be covered, as detailed in the Examinations Contingency Plan, with the Deputy Head having overall responsibility for the completion of tasks.

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Head of Centre

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Examinations Manager

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20th December 2019
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Date

The policy is next due for review on 20th December 2019

Examinations Contingency Plan

Absence of Examinations Officer

In the prolonged absence of the Examinations Officer, at key points in the examination process, the examination administration will be covered as follows, with the Deputy Head having overall responsibility for the completion of tasks.

Examination Timetables/Key dates

Internal examination timetables to be arranged by Associate Head, in discussion with Heads of Subject, produced and distributed to staff, parents and pupils by Heads of Year and Data Manager.

Key dates/External examination timetables, available on examination board websites, to be distributed by Data Manager.

External examination entries

Estimated entries, external examination and assessment entries, as requested by Heads of Subject, to be processed by Data Manager.

Pre-examination planning

Invigilation – Associate Staff Manager/Bursar/Personnel to be responsible for appointment of sufficient invigilators/cover supervisors. Lead invigilator to train new staff.

Invigilation rota – person responsible for cover together with Lead Invigilator.

Seating plans – to be prepared and distributed by Data Manager.

Access arrangements – SENCO to process Access Arrangement requests, room allocation, TAs and invigilation of access arrangement pupils.

Receipt/checking and storage of examination scripts – Lead invigilator.

IT Requirements

Basedata, EDI, downloads etc., and computers for examination use – IT support staff.

Setting up of examination rooms

Site team and Lead Invigilator, with advice from SENCO and Associate Head to comply with all JCQ regulations.

Day to day running of examinations

Lead Invigilator/Cover Supervisors with assistance from invigilation team, together with Associate Head, to comply with all JCQ regulations.

Emergency evacuation of examination room

Member of Senior Leadership Team to supervise evacuation procedure.

Checking and despatch of scripts

Lead Invigilator/Cover supervisor.

Results

Preparation of results for results day and distribution to pupils – Data Manager.

Post results services

Enquiries about results/Appeals – Data Manager as requested by Associate Head and Heads of Subject.

Preparation and collection of examination certificates

Lead invigilator and admin staff under guidance of Associate Staff Manager.