



# **Christ the King Catholic High School Examination Policy**

## **Contents**

- 1. Examination responsibilities**
- 2. The statutory tests and qualifications offered**
- 3. Examination seasons and timetables**
- 4. Entries, entry details and late entries**
- 5. Exam fees**
- 6. The Disability Discrimination Act (DDA), special needs and access arrangements**
- 7. Estimated grades**
- 8. Managing invigilators and exam days**
- 9. Candidates, clash candidates and special consideration**
- 10. Coursework and appeals against internal assessments**
- 11. Results, enquiries about results (EARs) and access to scripts (ATS)**
- 12. Certificates**

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
- 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 exam processes to read, understand and implement this policy.

This Examination Policy will be reviewed annually.

This Examination Policy will be reviewed by the Examinations Officer.

## **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*.

Examination Officer

Manages the administration of public and internal examinations and analysis of examination results:

- 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 exam boards
- 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 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
- Collection of exam papers and other material from the exams secure store before the start of the examination.
- Collection of all exam papers in the correct order at the end of the exam and their despatch to relevant awarding bodies

- administers access arrangements and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- Works with the school Business Manager in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- submits candidates' coursework marks, tracks despatch and stores returned coursework 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 appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams

#### Assistant Head

- Organisation of teaching and learning
- External validation of courses followed at Key Stage 4 / Post-16

#### Heads of department/school/curriculum

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

#### Head of CEIAG

- Guidance and careers information.

#### Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Department/school/curriculum.

#### SENCO

- Identification and testing of candidate 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 their course aims.

Lead Invigilator/Invigilators

- Uphold the integrity of the external examination/assessment process

Candidates

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

## **2. The statutory tests and qualifications offered**

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

The statutory tests and qualifications offered are GCSE, Entry Level Certificate, BTEC Technical Award and Cambridge Nationals.

The subjects offered for these qualifications in any academic year may be found on the centre's website. If there has been a change of syllabus from the previous year, the Exams Office must be informed immediately.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, Heads of Department and the Headteacher.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

## **3. Exam seasons and timetables**

### 3.1 Exam seasons

Internal exams are scheduled throughout the year

External exams are scheduled in the Summer Examination window (May – June inclusive).

Internal exams in Years 10 and 11 are held under external exam conditions.

### 3.2 Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for external exams.

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

### 4.1 Entries

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

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

The centre does accept entries from external candidates.

### 4.2 Late entries

Entry deadlines are circulated to Heads of Department via email.

Late entries are authorised by the Heads of Centre and the Exams Officer.

## **5. Exam fees**

5.1 The centre will pay all normal exam fees on behalf of internal candidates.

Late entry or amendment fees are paid by centre.

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.

5.2 If a candidate fails to sit an examination the school will recover the examination fee from parent/carer unless a medical certificate is produced explaining the reason for absence.

## **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 exam 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, doctor 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 exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

## 6.3 Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Officer.

Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Rooming for Access Arrangement candidates will be arranged by the SENCO with the Exams Officer.

Invigilation and support for Access Arrangement candidates will be organised by the SENCO with the Exams Officer.

# 7. Managing invigilators and exam days

## 7.1 Managing Invigilators

External Invigilators will be used when necessary

The recruitment of invigilators is the responsibility of the School Manager

Securing the necessary Criminal Records Bureau (CRB) clearance for new Invigilators is the responsibility of the School Manager

CRB fees for securing such clearance are paid by school

Invigilators are timetabled and briefed by the Exams Officer.

## 7.2 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 Head of Centre/ Exams Officer will start all exams in accordance with JCQ guidelines.

Subject Head of Department may be present at the start of the exam to assist with identification of candidates and read out any subject-specific instructions but must not advise on which questions 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 Invigilators or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department by the Exam Officer at the end of the exam session.

## **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 exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

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

### 8.2 Clash candidates

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

### 8.3 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, the Exams Officer, and 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 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.

## **9. Coursework and appeals against internal assessments**

### 9.1 Coursework

Candidates who have to prepare coursework should do so by the end of the course.

Heads of Department will ensure all coursework is ready for despatch at the correct time. The Exams Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Exams Officer by the subject teachers and the Heads of Department.

### 9.2 Appeals against internal assessments

- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- appeals should be made in writing on the appropriate form available from the Exam officer. A reviewer appointed by the Head of Centre will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing to the candidate, copied to the Exams 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 in person at the centre or by post to their home addresses once school term commences.

Arrangements for the school to be open on results days are made by the Headteacher.

The provision of staff on results days is the responsibility of the Headteacher.

### 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.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense.



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 must pay all relevant fees prior to the EAR being submitted.

### 10.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results at the candidates expense.

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

(See also section 5: Exam 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 to be retained by the centre.

The centre retains certificates for one year.

D Callagher

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**Head of Centre**

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**Exams Officer**

23<sup>rd</sup> April 2017

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**Date**

The policy is next due for review on 22/04/2020.