



# Examinations Policy

Approved by Governors on 12 October 2021

Review Committee: Standards & Effectiveness

Review: Annually



## **Examinations Policy**

### **Mission Statement**

*“Love one another as I have loved you” (John, 15)*

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual. We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

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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 examination 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*.

Examinations 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 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
- 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 examination papers and completed scripts
- Collection of examination papers and other material from the examinations secure store before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination 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 examination timetable clashes
- accounts for income and expenditures relating to all examination costs/charges

- works with the School Business Manager in organising the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- 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' CCA/NEA 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 examination 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 examinations

#### Assistant Headteacher

- 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 examination 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 Examinations 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 Examinations Officer 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. Examination seasons and timetables**

### 3.1 Examinations seasons

Internal examinations are scheduled throughout the year

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

All internal examinations are held under external examinations conditions.

### 3.2 Timetables

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

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

### 4.1 Entries

Candidates are selected for their examination 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 Examinations Officer.

## **5. Examination fees**

5.1 The centre will pay all normal examination 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 2010 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, 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 examination, and the date of that 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 Examinations Officer.

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

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

## **7. Managing invigilators and examination days**

### 7.1 Managing Invigilators

External Invigilators will be used when necessary

The recruitment of invigilators is the responsibility of the School Business Manager

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

CRB fees for securing such clearance are paid by school

Invigilators are timetabled and briefed by the Examinations Officer.

## 7.2 Examination days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examinations stationery and materials available for the Invigilator.

Site management is responsible for setting up the allocated rooms.

The Head of Centre/ Examinations Officer will start all examinations in accordance with JCQ guidelines.

Subject Head of Department may be present before the start of the examination to assist with identification of candidates and in practical examinations subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by Invigilators or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department by the Examinations Officer 24 hours after the examination has taken place.

## **8. Candidates, clash candidates and special consideration**

### 8.1 Candidates

The centre will not accept external 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 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 for arranging alternate times for examinations that clash and ensuring candidates are held under examination conditions until both examinations have been sat.



### 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, and 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 forward a completed special consideration form to the relevant awarding body within seven days of the examination.

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

### 9.1 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.

### 9.2 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 Examinations 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.

### 9.3 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 candidate's 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: Examination fees)

## **10. 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 must retain certificates for a minimum of one year.