



CHRISTLETON HIGH SCHOOL

EXAMINATIONS POLICY

The purpose of these guidelines 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 these guidelines.

1 Exam Responsibilities

Head teacher

Has overall responsibility for the school as an exam 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 Officer

Manages the administration of public and internal exams and analysis of exam results:

- advises the 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 timetable 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

- ensures candidates, their parents and exam invigilators are fully aware of all JCQ Regulations, particularly the Policies and Procedures with regard to *Suspected Malpractice in Examinations and Assessments* (see Appendix 2).
 - consults with teaching staff to ensure that necessary controlled assessments are 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
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- 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
 - liaises with Site Team regarding room bookings and the preparation of examination rooms.
 - accounts for income and outgoings relating to all exam costs/charges
 - organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
 - prepares and presents reports to the Leadership Team 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, dispatches 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 Leadership Team, any appeals/re-mark requests
 - maintains systems and processes to support the timely entry of candidates for their exams.
 - Briefs candidates prior to commencement of exam season.
 - Seeks views of exam candidates following the end of a season to ensure improvements are made to exam organisation, etc.

Assistant Headteacher – Data/Exams

- Organisation of teaching and learning.
- External validation of courses followed
- SLT link for exams

Heads of Year

- Pastoral oversight of candidates
- Involvement in post-results procedures

Heads of Department

- Provide guidance to candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures
- Accurate completion of controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

- Knowledge of NEA/coursework deadlines and to ensure work is submitted to the exams office before the submission deadline.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department.

SENCO

- Administration of access arrangements.
- 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 learners achieve their course aims.

Lead invigilator/invigilators

- Collection of exam papers and other material from the secure store before the start of the exam.
- Ensures exams are carried out according to JCQ Instructions for Conducting Examinations
- Collection of all exam papers in the correct order at the end of the exam and their return to the secure store.
- Dispatch of exam scripts at end of session.

Candidates

- Check their exam timetable to ensure that all exam entries are correct and showing.
- Understanding controlled assessment regulations and signing a declaration that authenticates the work as their own.
- Abide by Exam Board Regulations whilst in examinations.
- Inform exam office of any change of personal details to ensure certificates are posted to correct address.
- Attend promptly and with all necessary equipment as required for the exam.

Exams Assistant

- Assists with the input of data/other Exams Office duties.
- Support for running exams/dispatch of exam scripts.

2 The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the Leadership Team and the governors.

The statutory tests and qualifications offered are GCSE, GCE and BTEC.

At Key Stage 4

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

At Sixth Form

All A-level exams will be completed at the end of year 13. Some departments may choose to enter students for an AS exam in year 12.

3 Exam Seasons and Timetables

Exam seasons

Internal exams are scheduled throughout the year and promulgated by the Exam Officer.

External exams are scheduled in November, January and June.

All internal exams are held under external exam conditions.

Which exam boards are used in the school is decided by the Deputy Head, Head of Sixth Form following consultation with Heads of Department.

Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4 Entries, Entry Details, Late Entries and Retakes

Entries

Candidates are selected for their exam entries by the heads of department and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal after discussion with appropriate Head of Department.

The school does not accept entries from external candidates, with the exception of re-sit exams for former CHS students who have left school within the last 2 years, (must be agreed by the EO and any teacher involved).

Late entries

Entry deadlines are circulated to heads of department by email.

Late entries are authorised by assistant head – Data, Curriculum and Exams.

Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, Head of Sixth Form and the Heads of Subject.

5 Exam Fees

GCSE, AS, A-Level, BTEC initial registration and entry exam fees are paid by the school.

Late entry or amendment fees are paid by the departments.

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.

Retake fees for first and any retakes are paid by the candidates. Deadlines will be notified to candidates by the Exam Office. No entry will be made without entry fee.

Candidates must pay the fee for an enquiry about a result. Departments may wish to make an enquiry on the candidate's behalf but will seek permission from the candidate before doing so.

6 The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

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.

Special needs

A candidate's special needs requirements are determined by the SENCO.

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 may be granted during the course and in the exam.

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 SENCO.

Rooming for access arrangement candidates will be arranged by the exams officer.

Invigilation and support for access arrangement candidates will be organised by the exams officer, with support from Student Services staff when applicable.

7 Managing Invigilators and Exam Days

Managing invigilators

Invigilators will be used for exam supervision.

They will be used for all exams, but not for controlled assessments.

The recruitment of invigilators is the responsibility of the Exams Officer, the Academy Business Director and the Safeguarding Trainer.

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

CRB fees for securing such clearance are paid by the school.

Invigilators are timetabled and briefed regularly regarding amended JCQ regulations by the exams office.

Invigilators' rates of pay are set by the school.

Exam days

The exams officer, with support from the exams assistant, 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 are responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present outside the exam room at the start of the exam to assist with identification of candidates 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 subject teachers or removed from the exam room before the end of a session, except to contact the Board re queries. Papers will be distributed to Heads of Department following the end of the exam session, once all scripts have been packed for dispatch.

Candidates are required to ensure they have all necessary equipment with them for the exam which they are sitting. In an emergency, equipment may be loaned to a candidate, e.g. should a candidate's calculator battery fail, s/he may loan one from the Exams office.

In the event of the fire alarm sounding, invigilators and students are to follow the exams Emergencies procedure, as detailed on a red laminate in the room box for each exam room. The EO will ensure that invigilators are aware of this procedure as part of invigilator training.

If a candidate is absent at the time the invigilators complete the register before the start of the exam, the absence list will be handed to the exams officer to notify them of the missing students. The exams office will then contact the homes/parent/other registered contacts of these students to try and get them to the exam as soon as possible.

If a candidate is late, they are to be admitted to the exam and allowed their full time when they arrive. However, if they are considered very late, they will be told that the exam board may not accept their paper. Depending on the candidate's time of arrival, the exams officer may need to organise alternative accommodation for the student to complete the exam. The exams officer or exams assistant will organise this and ensure invigilators are aware.

8 Malpractice

The Exams Officer in consultation with the Assistant Head is responsible for investigating suspected student malpractice.

The Head of Centre is responsible for investigating suspected staff malpractice.

9 Candidates, Clash Candidates and Special Consideration

Candidates

The school's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. The Centre adheres strictly to JCQ guidelines regarding mobile phones, etc and a copy of these guidelines is attached as Appendix 2 to this document.

Candidates' personal belongings remain their own responsibility and the school 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.

Clash candidates

If candidates are taking two or more papers timetabled in a session and the total time is more than three hours including extra time and/or supervised rest breaks, the examination may be moved to another session in the same day.

When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:

a) more than six hours for GCE examinations (AS, A-level), including extra time and/or supervised rest breaks; or

b) more than five and a half hours for GCSE examinations,

including extra time and/or supervised rest breaks; candidates may be allowed to take an examination the following morning, including Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

If an examination is moved to an earlier or later session or to another day, the student will remain under supervision until all exams have been completed.

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision.

Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the school, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The exams officer will complete an online application for special consideration with the relevant awarding body within the exam boards required deadlines.

10 Non-Examination Assessments (NEA) and Appeals Against Centre Marked Assessments

Non Examination assessments (including Controlled Assessments and Coursework)

Candidates who have to prepare portfolios should do so by the end of the course or school-defined date.

Heads of department will ensure all non-examination based assessments are ready for dispatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all centre assessed work are provided to the exams office by the subject teachers and the heads of subject.

Appeals against centre assessed marks

Christleton High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

A procedure is in place for students to request a review of centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

11 Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

Results

Candidates will receive individual results slips on results days in person at the school or by post to their home addresses (candidates to provide stamped addressed envelope)/by email, with prior written consent of the candidate.

Results will not be given over the telephone.

NO results can be given to a third party without the prior written consent of the candidate.

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

The provision of staff on results days is the responsibility of the Exams Officer.

EARs

EARs may be requested by school staff or candidates if there are reasonable grounds for believing there has been an error in marking. A request for a review or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may only be submitted by school staff and this can be done without the consent of the group of candidates.

When the school 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.

The cost of EARs will be paid by the candidate.

All processing of EARs will be the responsibility of the Exams Officer or Exams Assistant following the JCQ guidance.

ATS

After the release of results, GCE candidates may request a priority copy of their scripts before the deadline set by the exams office.

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

Reviews cannot be applied for once an original script has been requested.

The cost of the return of scripts will be paid by the candidate unless it is a departmental request in which case it may be paid by the department.

Processing of requests for ATS will be the responsibility of the Exams Officer or Exams Assistant.

12 Certificates

Certificates are presented in person or posted, if the candidate has requested this.

Certificates may be collected on behalf of a candidate by a third party, provided they have written consent from the candidate (an email to the Exams Officer will suffice). Anyone collecting certificates on behalf of a candidate must bring photo ID.

The school retains certificates until the end of December in the year following the exam.

Replacement certificates or a 'Certifying Statement of Results' are available, at a cost (payable by the student), from the relevant exam board. Details can be found on the relevant exam board websites.

13 Whistleblowing

Any concerns can be raised in accordance with the Trust's Whistleblowing Policy located in the Policies folder in the Y:Drive

14 Escalation Process

In the event of the SLT link being unavailable responsibility would lie with deputy head. If the SLT link and the deputy head is unavailable then responsibility will lie with the head teacher. If the SLT link, the deputy head and the head teacher is unavailable then the responsibility lies with the assistant head for KS4 or assistant head for KS5 depending on the age of the students involved.