



# Chipping Sodbury School

## *Examinations Procedure*

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Linked policies/procedures	Exams Contingency Procedure, NEA Procedure, Controlled Assessment Procedure

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## **1. The purpose of this Examinations Policy is:**

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams 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 examinations policy will be reviewed every year by the Assistant Headteacher-Curriculum and the Examinations Officer.

## **2. Exam responsibilities**

### **The Head of centre:**

- has overall responsibility for the school as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice .

### **Exams officer**

- manages the administration of external exams and internal exams (Year 10, 11 & 13).
- advises Senior Team, Heads of Faculty, Heads of House, subject teachers, tutors, and relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff 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 exams timetable that will affect them.
- checks with teaching staff that necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- 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 following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- monitors 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.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with Senior Team, any appeals/ re-mark requests.

**Assistant Head - Curriculum** is responsible for

- the organisation of teaching and learning in line with exam specifications.
- external validation of courses followed at Key Stages 4 and 5.
- ensuring that the examination procedures are robust and adhered to.
- ensuring that students adhere to examination conditions and do not disrupt others, taking sanctions as appropriate.
- oversight of controlled assessments.
- preparing and presenting reports to Senior Team showing results achieved in relation to expected grades and comparable data for previous years, indicating where improvements in results need to be made.

**Heads of Faculty** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- organising any moderation and standardisation necessary.
- decisions on post-results procedures.

**Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the HOF and/or exams officer.
- supporting the SENCO in providing appropriate evidence for access arrangements
- marking coursework/controlled assessments and undertaking moderation and standardisation.

**SENCO** is responsible for:

- leading on the access arrangements process within the school.
- identification and testing of candidates' requirements for access arrangements
- ensuring that where a candidate with a learning difficulty requires an assessment of need, he/she is assessed by an appropriately qualified assessor as appointed by the head of centre
- ensuring that the assessment process is administered correctly
- working with the exams officer to ensure that any necessary online applications for approval are processed in good time.
- working with teachers, support staff and the exams officer to ensure that approved access arrangements are put in place for internal school tests, mock exams and external exams.
- holding evidence for inspection purposes for GCSE and/or GCE qualifications.

**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 ensuring their return to the exams office.
- checking the date/time and paper details before the question paper packet is opened.

**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.

### **3. Qualifications offered**

The qualifications offered at this centre are decided by the Senior Team in conjunction with the Governing Body.

The types of qualifications offered are Entry Level, GCSE, GCE, BTEC and VCert

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams officer must be informed by 1<sup>st</sup> July.

Informing the exams officer of changes to a specification is the responsibility of the HOF.

Decisions on whether a candidate should be entered for a particular subject will be taken by Deputy Head-Curriculum in consultation with the HOF/HOH.

### **4. Exam series**

Internal exams are scheduled in:

December - Y11 Core and option Subjects (Gym)

January - Y11 BTECs (Gym)

March - Y11 Core and Option Subjects (Gym)

March - Y11 VCert (Class)

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

### **5. Exam timetables**

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams before each series begins. Exam timetables will be published on the school website.

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

Candidates or parents/carers can request a subject entry, change of level or withdrawal-this must be agreed by the Assistant Head- Curriculum.

The centre accepts entries from private candidates who were previously students at the school.

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

Entry deadlines are circulated to HOFs via email and/or pigeon hole.

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

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of HOFs.

GCSE re-sits of Core Science and BTEC external assessments are allowed in Y11. GCSE English and Maths re-sits are allowed in Y12 and 13.

AS and A level re-sits are allowed.

Re-sit decisions will be made by HOFs in consultation with Deputy Head-Curriculum and subject teachers.

## **7. 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.

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

Late entry or amendment fees will be charged to faculties if made after the awarding organisation's deadline (i.e. late).

Fee reimbursements are sought from candidates if they fail to sit an exam or if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Re-sit fees are paid by the candidate. (Sixth Form students who did not achieve Grade C in GCSE English and/or Maths are allowed one re-sit paid for by the school-subsequent re-sit fees are paid by the candidate.)

## **8. Equality Legislation**

All exam centre staff must ensure that they meet the requirements of the Equality Act 2010.

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 Headteacher.

## **9. Access arrangements**

The SENCO 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 assessments/exams.

A candidate's access arrangements requirement is determined by the SENCO.

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the specialist assessor/exams officer.

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

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

## **10. Contingency plan**

Contingency planning for exams administration is the responsibility of the Exams officer and Assistant Head-Curriculum. School will be open for exams wherever possible.

If candidates are unable to attend school to sit an exam because of a crisis the exams officer will liaise with candidates to identify whether the exam can be sat at an alternative venue in agreement with the relevant awarding body. Candidates will be offered the opportunity to sit any exams missed at the next available series. Special consideration will be applied for where the requirements have been met.

If school is unable to open as normal for scheduled exams the exams officer will inform the relevant awarding bodies as soon as possible. The Headteacher is responsible for deciding whether it is safe for school to open for exam candidates only. If this is not possible school may be able to use an alternative venue in agreement with the relevant awarding body. Candidates will be offered the opportunity to sit any exams missed at the next available series. Special consideration will be applied for where the requirements have been met.

If the exams officer is absent at a crucial time in the exam cycle the Deputy Head-Curriculum will arrange for anything urgent/necessary to be done by another member of the centre administration. In the absence of the exams officer on an exam day the Deputy Head-Curriculum (or in his absence the Headteacher ) will assume responsibility for all aspects of the running of exams with the co-operation of the lead invigilator/invigilators.

## **11. Private candidates**

Managing private candidates is the responsibility of the exams officer. Private candidates are charged the exam fee and an administration fee. In addition they are charged an invigilation fee if no internal candidates are sitting an exam at the time. They must provide suitable photo identification.

## **12. Managing invigilators**

External staff will be used to invigilate examinations. These invigilators will be used for internal exams held in the Gym and all external exams. Invigilators are recruited, timetabled, trained, and briefed by the exams officer. Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration. DBS fees for securing such clearance are paid by the centre. Invigilators' rates of pay are set by the centre administration.

### **13. Malpractice**

The head of centre in consultation with the Deputy Head-Curriculum is responsible for investigating suspected malpractice.

### **14. 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 staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance.

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

Heads of house 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. The exams officer will provide photo ID cards for invigilators to be placed on desks. When the register is taken the invigilator must check each candidate's identity and collect in the photo ID card.

In practical exams, subject teachers' availability 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 department in accordance with JCQ's recommendations and after all candidates (including clash candidates) have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

### **15. Candidates**

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Deputy Head-Curriculum.

The centre's published rules on acceptable dress and behaviour 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 stationery 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 Deputy Head-Curriculum.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exams officer is responsible for handling late or absent candidates on exam day. Whenever possible candidates should contact school if they know that they will be late and should report to reception on arrival at school. The exams officer will escort them to the exam room and ensure that they are reminded of exam regulations before entering the exam room.

### **Clash candidates**

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

### **16. Special consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's exams officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within seven days of the last exam in the series in each subject.

### **17. Coursework /NEA**

Marks for all internally assessed work are to be provided to the exams officer by the HOFs. The exams officer will enter the marks on the appropriate awarding body secure website.

Requests for samples of work for moderation will be passed to the HOF/HOD by the exams officer. It is the responsibility of HOFs/HODs to ensure that all internal assessment moderation samples are ready for dispatch at the correct time. The exams officer will keep a record of each dispatch, including the recipient details and the date and time sent.

The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure document.

### **18. Results**

Candidates will receive individual results slips on results days, in person at the school. Results will only be given to someone other than the candidate on production of authorisation signed by the candidate. Any results not collected on the day will be posted home (first class).

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 exams officer.

The provision of the necessary staff on results days is the responsibility of the SLT.



## **19. Post-Results Services**

### **Enquiries about Results (EARs)**

EARs may be requested by centre staff or candidates following the release of results. A request for a re-mark or clerical check always requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs requested by HOFs and agreed by the Headteacher will be paid by the school. All other EARs will be paid for by the candidate. A letter outlining the EARs available and costs will be given to students along with their individual timetables.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the exams officer following the JCQ guidance.

### **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers by the deadline.

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 EARs requested by candidates will be paid by the candidate. Processing of requests for ATS will be the responsibility of the exams officer.

## **20. Certificates**

Candidates will receive their certificates in person at the presentation evening organised by the school or will collect them in person from school.

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 12 months. After this time we can destroy these. A log is kept of any certificates that are destroyed.

It is the responsibility of candidates who have lost their certificates to contact the relevant awarding body to obtain replacement certificate documents.