



Holmer Green Senior School

Exam Policy

February 2018

Holmer Green Senior School

Exam Policy

The purpose of this Exam Policy 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 this policy.

This Exam Policy will be reviewed bi-annually by the Head of Centre, Deputy Headteacher and the Exams Manager and is next for review in December 2019.

EXAM RESPONSIBILITIES

Head of Centre:

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council for Qualification (JCQ) document *Suspected malpractice in examinations and assessments*.

Examinations Manager:

Manages the administration of public and internal exams and analysis of exam 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 non-exam assessment (NEA) is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- input of entries and other relevant data
- receives, checks and stores securely all exam papers and completed scripts
- liaises with Learning Support Department to ensure that access arrangements have been made
- 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
- responsible for informing Head of Centre of all suspicions or actual incidents of malpractice and completing relevant paper work. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- accounts for income and outgoings relating to all exam costs/charges
- line manages the exams invigilators in assisting the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams

- prepares and presents results reports to the SLT on result days in conjunction with the Data Manager
- submits candidates' NEA marks and any other material required by the appropriate awarding bodies correctly and on schedule, tracks dispatch and issues returned NEA to departments for secure storage
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Senior Leadership Team, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams
- supports teaching staff in using exam board websites for data, moderators' reports and course specification
- checks certificates are received, making lists for students to sign for receipt of certificates.

Deputy Headteacher:

- Organisation of teaching and learning.
- Ensures all examination courses followed are appropriate to students' needs and future success.

Heads of Department:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of NEA mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams manager.
- Advise Data Manager and Exams Manager of students who are withdrawn from courses.
- Organises and runs NEA according to JCQ rules.
- Store all NEA securely until Enquiries about Results (EAR) deadline has passed.

Headteacher's PA:

- Organises the recruitment of invigilators in liaison with the Exams Manager.

Head of Careers:

- Guidance and careers information.

Teachers:

- Notification of access arrangements to the SENCO and Exams Manager (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty and other course related information.

SENCO:

- Administration of access arrangements on-line directly with exam boards.
- 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.
- Liaise with Exams Manager regarding examination entries.
- Apply to exam boards for access arrangements for students with special needs.

- Liaise with Exams Manager regarding special needs in exams.
- Manage special needs students in exams by providing scribes and readers.
- Provides laptops for students where the need has been identified.

Invigilators:

- 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 their return to the exams office.
- Implementing invigilation procedures such that they are fully compliant with JCQ requirements.
- Attend annual JCQ update training at HGSS.

Candidates:

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

Data Manager:

- Prepares and presents reports to the SLT (Senior Leadership Team) showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Liaises with Exams Manager regarding student data for entries.

Administrative Staff:

- Posting of exam papers.
- Posting of NEA.
- Putting certificates in envelopes.
- Giving certificates out to students.
- General assistance on results days.

THE STATUTORY TESTS AND QUALIFICATIONS OFFERED

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

The statutory tests and qualifications offered are GCSEs, A Levels, BTEC and other externally validated qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by the beginning of the Autumn term.

EXAM SEASONS AND TIMETABLES

Exam Seasons

The internal predictive exam schedule is decided by the Deputy Headteacher at the beginning of each academic year.

All internal exams are held under external exam conditions.

External exams are scheduled according to course requirements. Typically these take place in November, January and May/June.

Which exam series are used in the centre is decided by the Head of Centre and the heads of department/faculty and Deputy Headteacher.

Exam Timetables

The exams manager will circulate the external exam timetable once confirmed.

The Deputy Headteacher and Exams Manager will liaise with HOD regarding their requirements for internal exams. The internal exam timetable is created at the discretion of the Deputy Headteacher.

ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RETAKES

Entries

Candidates are selected for their exam entries by the heads of subject and faculty. The decision as to whether students are entered for AS exams rests with the Head of Sixth Form in conjunction with HOD.

A parent or carer can request a change of examination tier of entry. Such amendments are subject to approval by the Deputy Headteacher.

The centre does not accept external entries or entries from former candidates.

Withdrawal of entries must be approved by the Deputy Headteacher.

Late Entries

Entry deadlines are circulated to heads of department via email, pigeon hole and notice board.

Late entries are authorised by heads of department.

The Head of Centre must be made aware of late entries where cost is an issue.

Retakes

Retake decisions will be made in consultation with the candidates, parents and the heads of departments. (See also the following Exam Fees section)

EXAM FEES

GCSE initial registration and entry exam fees are paid by the centre.

A level / BTEC initial registration and exam entry fees are paid by the centre.

AS level entries approved by the Head of Sixth Form are paid by the centre.

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.

Students will be entered **once** for their external examinations in the subjects they are studying and the school will meet the cost from its delegated budget.

A charge will be levied in respect of examination entries for students, who are on roll at the school, where the school has not prepared the student for the examination (i.e. it is not part of their taught curriculum). This will principally apply to community language exams.

The school will not enter external students for any exams.

A charge will be levied for students whose entry needs to be removed as a result of failing to meet the requirements of the course (for example, not producing NEA) without a valid reason. In such cases the school will work in partnership with the student's parents / carer.

A charge will be levied for students who fail without good reason to attend a public examination for which the school has entered them.

Decisions regarding withdrawal of entries rests with the Deputy Headteacher.

A charge will be levied for students re-sitting an examination, except in exceptional circumstances at the Deputy or Headteacher's discretion.

This policy will be communicated in writing to candidates and parents during the GCSE and post-16 courses.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also Enquiries about Results [EARs] section)

THE EQUALITY ACT, SPECIAL NEEDS AND ACCESS ARRANGEMENTS

The Equality Act (2010)

The Equality Act 2010 includes the application of 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 Head of Learning Support.

The Head of Learning Support 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 Head of Learning Support 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.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Manager in conjunction with the-SENCO.

Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Manager.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Manager.

MANAGING INVIGILATORS AND EXAM DAYS

Managing Invigilators

External invigilators will be used for exam supervision. They will be used for all external exams and for GCE/GCSE predictive exams as required.

The recruitment of invigilators is the responsibility of the Exams Manager in liaison with the Headteacher's PA.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Headteacher's PA.

Invigilators are timetabled and briefed by the Exams Manager.

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

Exam Days

The Exams Manager will liaise with the School Administrator re booking all exam rooms 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 Exams Manager/ invigilator will start all exams in accordance with JCQ guidelines.

Only senior members of staff authorised by the Headteacher and who have not had overall responsibility for teaching the candidates may be present at the start of the exam to assist with identification of candidates. Staff must not advise on which questions are to be attempted.

Invigilators will place GCSE candidate photo place cards on exam desks to further aid the identification of candidates. Sixth formers bring their own photo ID.

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. Papers will be made available to heads of department/faculty after the published finish time of an exam.

CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

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 Manager 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.

Sixth form students need photographic ID for all exams.

Clash Candidates

The Exams Manager will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision documentation.

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 centre, 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 Manager will then forward a completed special consideration form to the relevant awarding body within the exam board deadline.

NEA AND APPEALS AGAINST INTERNAL ASSESSMENTS

NEAs

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

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

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

Appeals against Internal Assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and on the school's website.

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 NEA has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing to the Head of Centre (or other nominee) 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 Exams Manager and recorded for awarding body inspection.

RESULTS, ENQUIRIES ABOUT RESULTS (EARs) AND ACCESS TO SCRIPTS (ATS)

Results

Candidates will receive individual results slips on results days in person at the centre. Results not collected on results day will be posted to their home addresses.

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

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

Enquiries about Results (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Permission must be gained from the student prior to submitting a remark. A candidate consent form will be made available for this purpose.

If a candidate requests re-mark, a fee will be charged. If there is a change in grade and the fee is refunded from the exam board, the original fee will be refunded to the student.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within the published deadline.

If a result is queried, the candidate pays the re-mark fee. Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained.

CERTIFICATES

Certificates are collected from reception and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation to do so.

The centre retains certificates for one year, after which they are returned to the relevant exam board.

Policy ratified: February 2018

To be reviewed: February 2020