

Examination Policy



The Cottesloe School

Policy Type:	Statutory
Reviewed by:	Mrs C Ayling (Exams Officer), Mrs C Stirk (Statutory Policies Governor)
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Next review:	Autumn Term 2023

This policy is reviewed annually alongside other examinations policies to ensure compliance with current regulations.

1. Examination responsibilities
2. The statutory tests and qualifications offered
3. Examination seasons and timetables
4. Entries, entry details, late entries and retakes
5. Examination fees
6. Equality Legislation special needs and access arrangements
7. Estimated grades
8. Managing invigilators and examination days
9. Candidates, clash candidates and special consideration
10. Controlled assessment 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;
- to 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.

1. Examination responsibilities

Head of Centre

The **Head of Centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published Joint Council for Qualifications (JCQ) regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this policy.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023*:
<https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

Overall responsibility for the school as an examination centre (but would delegate the following to the Deputy Headteacher):

- advice on appeals and reviews of marking

The Examination Officer/Deputy Head Teacher are responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023*.

Examinations Officer

- manages the administration of public and internal examinations.
- 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.
- oversees any Conflicts of Interests along with the Head of Centre, appropriate action taken to manage any issues raised and report to the awarding body if required. Appropriate log maintained ready for inspection if requested.
- ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- liaises with teaching staff to ensure that necessary coursework/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 examination papers and completed scripts.
- liaises with Special Educational Needs and Disability Co-ordinator (SENDSCO)-who administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and reasonable adjustments regulations* and *A Guide to the special consideration process*.
- identifies and manages examination timetable clashes.
- accounts for income and expenditures relating to all examination costs/charges.
- line manages the senior examinations invigilator and organises the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.

- liaises with teachers to submit candidates' coursework marks, tracks dispatches 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/review of marking requests.
- maintains systems and processes to support the timely entry of candidates for their examinations.
- co-ordination of the input of data.
- inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation supported by the Head of Centre or Deputy Headteacher.
- organisation of the posting of examination papers.

Deputy Headteacher

- agree non-entry to external examination.
- guidance and careers information.

Subject Leaders

- clear oversight and discussions with candidates re: examination entries and amendments to levels.
- involvement in post-result appeals procedures.
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets electronically or via hard copy as requested by exam boards.
- accurate completion of entry and adherence to deadlines as set by the Examinations Officer.
- set coursework/controlled assessment deadlines and ensuring moderation in line with criteria.

Subject Teachers

- notification of access arrangements to SENDCO prior to the start of KS4
- ensure candidate lists are accurate prior to submission to Subject Leaders

SENDCO

- administration of access arrangements with the examinations officer
- identification and testing of candidates' requirements for access arrangements prior to start of KS4. Access arrangements after this point may not enable provision to be secured.
- 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 requirements.

Lead invigilator/invigilators

- collection of examination papers and other material from the examinations office before the start of the examination.
- collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.

Candidates

- checking exam timetables to ensure all subjects entered are correct and right tier if appropriate (with agreement from subject teacher).
- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own.

2. The qualifications offered

The qualifications offered at this centre are decided by the Head of Centre, Deputy Headteacher and the Senior Leadership Team.

The statutory tests and qualifications offered are GCSE, A Levels and BTEC. In addition ELC qualification and ASDAN awards are offered to some students in liaison with the Deputy Head Curriculum.

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 Examinations Officer must be informed.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body unless the Headteacher withdraws a student.

3. Examination seasons and timetables

3.1 Examination seasons

Internal examinations are scheduled at the discretion of the Senior Leadership Team.

External examinations are scheduled in January, May and June. Maths re-sits in November.

All internal examinations are held under external examination conditions.

Which examination series used in the centre is decided by the Headteacher and Senior Leadership Team.

3.2 Timetables

The Examinations Officer will circulate the examination timetables for both external and internal examinations once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their examination entries by the Subject Leaders and the Deputy Headteacher.

As general practice, candidates, or parents, cannot simply request a subject entry, change of level or withdrawal. Further discussions will have had to have taken place with the Subject Leader or Deputy Headteacher.

4.2 Late entries

Entry deadlines are circulated to Subject Leaders via email.

Late entries are authorised by Subject Leaders and Deputy Headteacher.

Unreasonable late entries due to failure to follow procedures on the part of Subject Leaders will accrue costs to the Department in question.

4.3 Retakes

A general retake programme is not allowed at GCSE or 'AS/A2 level.

All retake decisions will be made in consultation with the candidates, subject teachers and the Deputy Headteacher, Curriculum.

Students entering KS5 will be able to retake GCSE Maths only (if achieved below grade 4) and this will be undertaken in November, January or June of their Year 12 course. These fees are paid by the centre. (See also section 5: Examination fees)

5. Examination fees

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

GCE and BTEC initial registration and entry examination fees are paid by the centre. (ASDAN and ELC initial registration and fees are paid by the centre.)

Late entry or amendment fees are paid by the 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 and the deadlines set by Examination Officer and Deputy Headteacher.

Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary coursework/controlled assessment requirements.

Retake/re-sit fees for first and any subsequent retakes/re-sits are paid by the candidates, (See also section 4.3: Retakes)

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 section 11.2: Enquiries about results EARs)]

6. Equality Act 2010 special needs and access arrangements

6.1 Equality Act 2010

The Equality Act 2010 extends the application of the Equality Act 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 SENDCO and the educational psychologist/specialist teacher.

The SENDCO 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 SENDCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

6.3 Access arrangements/reasonable adjustments

Making special arrangements for candidates to take examinations is the responsibility of the SENDCO and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO prior to the start of KS4.

Rooming for access arrangement candidates will be arranged by the SENDCO with the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the SENDCO with the Examinations Officer.

7. Estimated grades

The subject leader for specific subjects will submit estimated grades to the Examinations Officer when requested to do so.

8. Managing invigilators and examination days

8.1 Managing invigilators

External invigilators will be used for examination supervision. They will be used for all examinations.

The recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the

responsibility of the Human Resources Manager.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Examinations Officer.

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

8.2 Examination days

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

Site management is responsible for setting up the allocated rooms.

The invigilator will start all examinations in accordance with JCQ guidelines.

Subject staff are not to be present at the start of the examination unless requested to be there by the Examinations Officer.

In practical examinations, subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or invigilators and must not be removed from the examination room before the end of a session. Papers will be distributed to subject leaders 24 hours after the end of the examination session.

Staff failing to follow these strict instructions will have to remain in the examination hall for the duration of the examination.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The centre publishes rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices, these rules 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 exam staff must accompany them.

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

9.2 Clash candidates

The examinations office will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

9.3 Special consideration

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

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

The Examinations Officer will then forward a completed special consideration application to the relevant awarding body.

10. Coursework/Controlled Assessment and appeals against internal assessments

10.1 Controlled Assessment

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

Subject Leaders will ensure all controlled assessments are ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all controlled assessed work are provided and verified by Subject Leaders to the exam boards.

10.2 Appeals against controlled assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the examinations office.

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 coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the Examinations Officer who will pass to the Deputy Headteacher to decide whether the process used conformed to the necessary requirements
- the Deputy Headteacher's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

11. Results, enquiries about results and access to scripts

11.1 Results

Candidates will receive individual results slips on results days in person at the centre.

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

11.2 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.

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 will be charged.

(See section 5: Examination fees)

11.3 Access to scripts

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

If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for an enquiry about results at the centre's expense.

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

GCSE EARs cannot be applied for once a script has been returned.

12. Certificates

Certificates are presented in person.

Certificates may be collected on behalf of a candidate by a third party, provided they have given written authorisation to do so.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for one year.

13. Review

This policy will be reviewed annually.