

Examinations Policy

This policy has been written for...	All staff and students at West Heath School
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> The School web site - http://www.westheathschool.com It is available as a hard copy on request from the school office Hard copies for reference are filed in the staff room
This policy links with the following policies	This policy should be read in conjunction with the Ethics Policy, Controlled Assessment Policy, SEND Policy
Participants and consultees in the formulation of this policy were...	The Principal, Senior Leadership Team, Student Services Committee and the Trustees of the School. A representative group of students were invited to make comments and suggestions.
Edition, Review frequency and dates	<p>This is edition 3, released March 2016</p> <p>This policy will be reviewed every two years</p> <p>It is due for review March 2018</p>
Relevant statutory guidance, circulars, legislation & other sources of information are...	<p>The Disability Discrimination Act (DDA), special needs and access arrangements</p> <p>JCQ document <i>Suspected malpractice in examinations and assessments</i>.</p> <p>JCQ document <i>Instructions for conducting Non-Examination Assessment</i></p>
The Lead Member of staff is	Vice Principal Curriculum & Quality
Definitions and key terms used in this policy...	
he Rationale and Purpose of this policy	To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates and 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.
Appendices	<p>This policy has 3 Appendices</p> <ul style="list-style-type: none"> Absence of Key Staff Instructions for Public Examinations Identification of Candidates Fire and Emergency Plan
Copying	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at the West Heath School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

The Aim of this policy..

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 Policy covers the following areas:

1. **Exam responsibilities**
2. **The statutory tests and qualifications offered**
3. **Exam seasons and timetables**
4. **Entries, entry details and late entries**
5. **Exam fees**
6. **The Disability Discrimination Act (DDA), special needs and access arrangements**
7. **Estimated grades**
8. **Managing invigilators and exam days**
9. **Candidates, clash candidates and special consideration**
10. **Coursework and appeals against internal assessments**
11. **Results, enquiries about results (EARs) and access to scripts (ATS)**
12. **Certificates**

1. Exam responsibilities

Head of Centre - 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 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, Trustees 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 coursework and 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
- 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
- accounts for income and expenditures relating to all exam costs/charges
- organises, trains and monitors of a team of exams invigilators responsible for the conduct of exams
- 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' coursework and controlled assessment marks. Stores returned 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 SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Learning Director Key Stage 4 / Post 16:

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework/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.

Head of Careers/ Post 16 LD

- Guidance and careers information.
- 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/Head of English :

- 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 candidates achieve their course aims.

Lead invigilator/invigilators:

- Collection of all exam papers at the end of the exam and their return to the exams office, or school office.

Candidates:

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the work 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, Head of curriculum and the Heads of subject.

The statutory tests and qualifications offered are GCSE Entry Level and BTEC

The subjects offered for these qualifications in any academic year may be found in the Curriculum statement. If there has been a change of syllabus from the previous year, the exams office must be informed by the beginning of October.

Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the parents/carers, subject teachers and the Director of key stage.

At key stage 4

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

3. Exam seasons and timetables

1. Seasons

Internal exams are scheduled throughout the year. External exams are scheduled in November, January, March and June.

All internal exams are held under external exam conditions. Which exam series are used in the centre, is decided by the Principal, Vice Principal Curriculum, Heads of Curriculum and the Senior Leadership Team.

2. Timetables

Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams.

4. Entries, entry details and late entries

1. Candidates are selected for exam entries by the heads of subject. Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.
2. Entry deadlines are circulated to heads of department via notice board and morning briefing meeting. Late entries are authorised by the Vice Principal Curriculum.

5. Exam fees

1. The centre will pay all exam entry fees on behalf of candidates.
2. 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.
- Parents will be asked to pay for retake entries where the centre feel the existing exam result will not be improved, or the pupil has not applied themselves sufficiently to the learning available.

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

1. 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.

2. Special needs

A candidate's special needs requirements are determined by the 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 exam. The SENCO will also inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

3. Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the exams officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer and specialist teacher.

Seating arrangements for candidates with access arrangements will be organised by the exams officer. Invigilation and support for candidates with access arrangements will be organised by the exams officer.

7. Estimated grades

Estimated/Forecast grades

The heads of subject will submit estimated grades and forecast grades to the exams officer by the requested deadline.

8. Managing invigilators and exam days

1. Managing invigilators

External invigilators will not be used. Invigilators are teaching staff timetabled by the cover supervisor.

2. 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 is responsible for setting up the allocated rooms. The lead invigilator will start all

exams in accordance with JCQ guidelines. Subject staff may be present at the start of the exam to assist with identification of candidates, but may not access the paper unless staying in the exam room for one hour after the start time. Subject staff will not be a sole invigilator. In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be removed from the exam room before the end of a session. Papers will be distributed to heads of department when the completed scripts have been dispatched.

9. Candidates, clash candidates and special consideration

1. Candidates

Candidates are issued with the JCQ rules and regulations before each exam series. These guidelines are also displayed both inside and outside of each exam room. These, along with 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. For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.

Late candidates, in accordance with the JCQ guidelines, may sit the exam with the knowledge that the awarding body will be informed and will make the decision regarding the acceptance of the paper.

2. Clash candidates

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

3. Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Coursework and appeals against internal assessments

1. Candidates who have to prepare coursework should do so by the end of the course. Heads of department will ensure all coursework is ready and despatched at the correct time. They will keep a record of what has been sent when and to whom.

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

2. Appeals against internal assessments

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

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/controlled assessment 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 Vice Principal Curriculum (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Vice Principal's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

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

1. Results

Candidates will receive individual results slips on results day either in person at the centre, or by post to the address provided by the candidate.

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 exams officer.

2. EARs

These 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 exams officer, teaching staff and Vice Principal Curriculum will investigate the feasibility of asking for a re-mark 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 will be charged.

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

GCSE re-marks cannot be applied for once a script has been returned.

(See also section 5: Exam fees)

12. Certificates

Certificates are presented in person or posted (first class) if requested.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Replacement certificates are only issued if a candidate agrees to pay the costs incurred. The centre retains certificates for 5 years.

Persons with particular responsibilities

Christina Wells – Head of Centre
Mark Hayes - Exams Officer
Nick Oldham - Vice Principal Curriculum & Quality

Other Participants & Stakeholders

Students
Staff

Monitoring & Evaluation

SLT
Student Services Committee
Trustees



APPENDIX 1

West Heath School Absence of Key Staff Policy Public Examinations

Mike Faulkner and the facilities team are notified in advance of the venues being used, and the number of candidates involved. They will then arrange the larger rooms; the smaller venues will need to be arranged.

Tracy Willers (or in her absence Steve Ingram or Becky Bellamy) will have a detailed list of Teacher cover required for each exam, and the STAs will arrange the TA support if requested.

Exam period only

- Check the venues have the appropriate no. of desks and chairs evenly spaced - 1.25m apart.
- All venues need copies of Candidate Instructions, Instructions for Conduct and the mobile phone notice displayed outside. The display of these notices is a statutory dictate from the JQC. The notices are laminated and in the exam office.
- The centre no. 61902 must be displayed on front information board, along with specific exam titles, codes and times.
- *Quiet Exam* notices must also be displayed in appropriate places once the exam has started.
- Trays are prepared prior to the exam with the candidates clear pencil cases, Instructions for conducting examinations, fire-alarm instructions, spare pens/pencils, sharpeners, rubbers, tissues and blu-tack, as well as a radio (for possible use by the invigilator during the exam if assistance is needed in the exam - the radio is tuned to channel 1)
- Pencil cases are to be placed on the desks according to the seating plan - also in exam office.
- Each pupil granted extra time will have a form printed with the information which is kept with the seating plans.
- Exam papers are stored securely in the secure cabinet in the Exam office. They are filed in date order from the front, the attendance registers are filed with them.
- Immediately prior to the start of the exam, the papers are opened (when the papers are opened a second staff member is always present to witness this, check details of the papers are correct and sign the Exam Sign-Out Register) and placed in envelopes ready to be distributed to the invigilators for the varying venues.
- The seating plans are to be used as the register and are to be signed by each invigilator.

- At the end of the exam, the scripts are to be placed in order according to the official register, with any completed and signed cover sheets attached to the front with a treasury tag. The cover sheets and all access arrangements from the Boards are stored in the file on the desk. Each cover sheet **MUST** have the reference number clearly stated at the top.
- The scripts and the signed completed attendance register are to be placed in the official envelopes (stored in the safe) and labelled with the Parcel Force label, which will either be in the file with the attendance registers if an Edexcel exam, or will be e-mailed if an AQA, OCR or WJEC exam. The address/postcode to be written in the Parcel Force log book and both taken to the office ready for collection. If not collected, they are to be secured in the exam office safe overnight.
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APPENDIX II



West Heath School Identification of Candidates for Examinations Policy

Identification of Candidates for Examinations

The invigilators used at West Heath are all current teachers at the school.

Internal Candidates

The school has approximately 120 students, across KS2, KS3, KS4 & KS5. As a result of these small numbers of students, staff know and are able to identify all the students on role.

However, if there is a student that the member of staff/invigilator does not recognise or know, they contact the Exams Officer (EO) and the Head of Key-Stage, who will come to the exam room and identify the student.

External Candidates

For external candidates, they are asked to bring two forms of identification with them when they come to sit an exam (at least one of these must take the form of photographic identification), and present them to the Invigilator and Exams Officer (EO) before they enter the exam room.

FIRE AND EMERGENCY PROCEDURES **DURING PUBLIC EXAMS**

1. Nominated Senior Invigilators should stop the exam noting the time of the interruption. Take the seating plan with you to use as a register.
2. Evacuate the room leaving by the nearest exit. The invigilators **MUST** ensure that the candidates are supervised away from the rest of the school so as to ensure there is no collusion.
3. Ensure all question papers, scripts and students personal possessions are left in the exam room.
4. Students should be assembled at the **PATIO AREA OUTSIDE THE MAIN SCHOOL HALL.**
5. On returning to the exam room note the duration of the interruption. The exam is to be restarted on the instruction of the Senior Management. The candidates will be allowed the full working time prescribed by the exam.
6. A report will be required; this will be collected from each Exam Invigilator. A detailed report will be submitted by the Exam Officer to the Principal and the Awarding body.