



# Examinations Policy

Date policy reviewed: April 2018

Next review date: April 2019

Sherburn High School  
Garden Lane  
Sherburn in Elmet  
LS25 6AS



# **Sherburn High School**

## **Examinations Policy**

### **Contents**

- 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 arriving late for examinations**
- 10. Candidates, clash candidates and special consideration**
- 11. Coursework and appeals against internal assessments**
- 12. Results, enquiries about results (EARs) and access to scripts (ATS)**
- 13. Certificates**

The purpose of this examinations 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 annually.

This exam policy will be reviewed by the Head of Centre (Headteacher) and the Examinations Officer.

## **1. Exam responsibilities**

The Head of Centre has overall responsibility for the school as an examination centre.

- The Head of Centre advises on appeals and re-marks.
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.

The Examinations Officer manages the administration of public and internal examinations and analysis of examination results. The Examinations Officer also:

- Advises the Senior Leadership Team, subject teachers and other relevant support staff on annual examination timetables and application procedures as set by the examination boards.
- Oversees the production and distribution to staff 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.
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them, including providing an individual examination timetable for each student.
- Consults with teaching staff to ensure that necessary coursework and/or controlled assessments is 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 in accordance with JCQ guidance.

- 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 examination timetable clashes.
- Accounts for income and expenditures relating to all examination costs and charges.
- Manages the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations.
- Submits controlled assessment and/or coursework marks to the examination boards.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with Assistant Headteacher (Raising Standards) and Deputy Headteacher (Sixth Form), any appeals or re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.

Curriculum Leaders are responsible for:

- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Ensuring staff in their Curriculum Area are aware of access arrangements for any students they teach.
- Involvement in post-results procedures, including submitting names for appeals or re-marks to Assistant Headteacher (Raising Standards) for GCSE or Deputy Headteacher (Sixth Form) for Key Stage 5 examinations.
- Accurate completion of coursework and/or controlled assessments mark sheets and declaration sheets.
- Despatch and store returned coursework and/or controlled assessments and any other material required by the appropriate awarding bodies correctly and on schedule.

The SENCO is responsible for:

- Administration of access arrangements.
- Identification and testing of candidates to identify if they are eligible 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.

The lead invigilator and invigilators are responsible for:

- Distribution of examination papers and other material before the start of the exam.
- Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Office.

## 2. The qualifications offered

The qualifications offered at this centre are determined by the Headteacher and Curriculum Leaders. At key stage 4 all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

The subjects offered for these qualifications in any academic year may be found on the centre's website

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate, parents/carers, Curriculum Leader, Achievement Leader and Assistant Headteacher (Raising Standards).

## 3. Exam seasons and timetables

External examinations are scheduled in May-June (GCSEs and equivalent and Key Stage 5 examinations) and November (GCSE resits in English and mathematics).

Internal examinations are scheduled in December (Y11 mocks), June (Y9 and Y10 exams) and April (Y7 and Y8 exams). Mock examinations will take place for Key Stage 5 students in February. All internal examinations are held under external examination conditions. The examinations that are used for internal examinations are determined by Curriculum Leaders.

Once confirmed, the examinations officer will circulate the examination timetables for both internal and external examination series. An individual copy will be provided for each student detailing the time and venue of each examination and the candidate's seat number. A full copy of the examination timetable will be circulated to staff.

## 4. Entries, entry details and late entries

Candidates are selected for their examination entries by Curriculum Leaders. Candidates, or parents/carers, can request a subject entry, change of tier of entry or withdrawal in consultation with Achievement Team, Curriculum Leader and Assistant Headteacher (Raising Standards). The centre does **not** accept external entries.

Entry deadlines are circulated to Curriculum Leaders via email. Late entries are authorised by Curriculum Leaders. Any additional costs

incurred through the late submission of examination entries are to be paid by the relevant department.

## **5. Exam fees**

The centre will pay all normal examination fees on behalf of candidates. 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.

Candidates are charged for the cost of examinations if they are absent and no valid reason is provided.

## **6. The Disability Discrimination Act (DDA), special needs and access arrangements**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

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

The SENCO will liaise with Curriculum Leaders informing them of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

Making special arrangements for candidates to take examinations is the responsibility of the SENCO and the Examinations Officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer. Rooming for access arrangement candidates will be arranged by the SENCO with the Examinations officer. Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officer.

There is a separate Examination Access Arrangements Policy which gives more guidance on the actions taken to ensure inclusion throughout the school for all students with additional learning needs.

## **7. Estimated grades**

Curriculum Leaders will submit estimated grades to the Examinations Officer when requested.

## **8. Managing invigilators and exam days**

External invigilators will be used for both internal and external examinations. The recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration. CRB 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.

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

Curriculum Leaders or teaching staff may not be present at the start of the examination in accordance with JCQ guidelines. Members of the Senior Leadership Team may be present to ensure good order and to assist with identification of candidates if necessary. No advice on which questions to attempt must be given in the examination room; candidates should be directed to read the instructions on the front of the examination paper.

Examination papers must not be read by subject teachers or Curriculum Leaders or removed from the examination room before the end of a session. Papers will be distributed to Curriculum Leaders at the end of the examination session by the Examinations Officer.

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

## **9. Candidates who arrive late for examinations**

A register will be taken at the start of an examination by a member of the invigilation team as directed by the Examinations Officer or the Senior Leadership Team. The names of any candidates missing will be passed immediately to the Achievement Team who will make arrangements for the candidate to arrive as soon as possible.

The candidate must report, on arrival, to the Main Office. They will then be escorted to the examination room by the Examinations Officer or another member of staff nominated by the EO. All instructions for the examination are given to the candidate outside the examination room so as to minimise the disruption to other candidates. The candidate will be allowed the full time, provided that adequate supervision arrangements are in place.

If a candidate is persistently late for examinations the Examination Officer will refer this to the Senior Leader responsible for exams (J Brookes) who will take appropriate action. This may include sanctions and contact with parents.

A candidate is considered **very late** if they arrive:

- more than one hour after the published starting time for an examination lasting one hour or more.
- after the awarding body's published finishing time for the examination for an examination lasting less than one hour.

The script will be sent to the awarding body in the normal way. The form JCQ/VLA will be completed by the Examinations Officer within one week of the examination taking place. The candidate will be warned that the awarding body may not accept their work.

## **10. Candidates, clash candidates and special consideration**

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 examination room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

If a candidate is late this is reported immediately to the Achievement Team by the senior member of staff present at the beginning of the examination or by Examinations Officer. With guidance from the Examinations Officer the candidate is advised how long he/she has in order to ensure that they can sit the examination.



The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays in the event of timetable clashes.

Should a candidate be ill before an examination, 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 Examinations Officer, or the examination invigilator, to that effect.

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

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

## **11. Coursework and appeals against internal assessments**

Candidates who have to prepare coursework and/or controlled assessments should do so by the end of the course.

Curriculum Leaders will ensure all coursework is ready for despatch at the correct time. S/he 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 Examinations Officer by the Curriculum Leader.

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 has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification. The policy "Centre Assessed Marks" contains more detail about this process.

## **12. Results, enquiries about results (EARs) and access to scripts (ATS)**

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 Headteacher. The provision of staff on results days is the responsibility of the Headteacher.

Enquiries about results (EARs) 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 Examinations Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense. Curriculum Leaders must send a list of candidates' scripts they wish to have remarked by the published deadline to Assistant Headteacher (Raising Standards) for Key Stage 4 and to Deputy Headteacher (Sixth Form) for Key Stage 5. More detail of this process can be found on *Remark Protocol*.

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.

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. Curriculum Leaders must send a list of candidates' scripts they wish to request by the published deadline to Assistant Headteacher (Raising Standards) for Key Stage 4 and to Deputy Headteacher (Sixth Form) for Key Stage 5

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

## **13. Certificates**

Certificates are presented in person.

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 three years.

.....  
**Head of centre**

.....  
**Examinations officer**

.....  
**Date**

The policy is next due for review: April 2019