



**Liswerry High School**

# **Examination Policy**

**The purpose of this Examination Policy is:**

- To ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient examinations 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.**

**Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).**

**The Examination Policy will be reviewed by the Examination Officer and Headteacher annually.**

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## ***Examination responsibilities***

### **The Headteacher:**

- Has overall responsibility for the school as an examinations centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### **Examinations Officer<sup>1</sup>:**

- Manages the administration of internal assessments/tests and external examinations.
- Advises the senior leadership team, Leaders of Learning, subject teachers and other relevant support staff on annual examinations 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 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 examinations timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- 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.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training, and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- 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 the Senior Leadership Team, any post results service requests.

**Leaders of Learning** are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about examinations entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Follow guidance set out in the schools policy for “Internal assessments including controlled tasks, coursework and onscreen testing”.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.

**Teachers** are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the Leaders of Learning and/or Examinations Officer.
- Follow guidance set out in the schools policy for internal assessments including controlled tasks, coursework and onscreen testing.

**The Additional Learning Needs Coordinator (ALNCo)** is responsible for:

- Identifying and testing of candidates’ requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to put in place exam day arrangements.
- Working with the Examination Officer to process any necessary applications in order to gain approval (if required).
- Working with the Examinations Officer to provide the access arrangements required by candidates in examinations rooms.

**Invigilators** are responsible for:

- Assisting the Examinations Officer in the efficient running of examinations according to JCQ regulations.
- Collection of exam papers and other material from the Examinations 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 Examinations Office.

**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 examinations according to the JCQ regulations.

## ***Qualifications offered***

The qualifications offered at this centre are decided by the Senior Leadership Team.

The types of qualifications are vocational, basic skills, academic – these qualifications are offered at Entry, Level 1, Level 2 and Level 3 in order to meet the needs of our learners.

The subjects offered for these qualifications in any academic year may be found in the school's option booklet which is available from the appropriate Key Stage Office.

Informing the Examination Office of changes to a specification is the responsibility of the Leader of Learning.

Decisions on whether a candidate should be entered for a particular subject will be taken by subject teacher in consultation with the Leader of Learning.

## ***Examination series***

Internal examinations (Pre Public Examinations- (PPE)) and assessments are scheduled, if required by the subject teacher in advance of the external examination.

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

Internal examinations are held under external exam conditions.

The Senior Leadership Team decides which exam series are used in the centre.

The centre does not offer some assessments on an on-demand basis.

## ***Examination timetables***

The Examinations Officer will circulate the exam timetables for external examinations at a specified date before each series begins.

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

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre can accept entries from private candidates. A formal request must be made to the Headteacher.

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

Entry deadlines are circulated to Leaders of Learning/subject teachers via internal post or email.

Leaders of Learning will provide estimated entry information to the Examinations 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 the Leader of Learning.

GCSE re-sits/retakes are allowed.

AS re-sits/retakes are allowed.

A level re-sits/retakes are allowed.

All re-sit decisions will be made by subject teacher in consultation with the Leader of Learning.

### ***Examination fees***

Candidates or teams 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 Examinations Officer will publish the deadline for actions well in advance for each examinations series.

Examination entry exam fees at all levels are paid by the centre.

Late entry or amendment fees are paid by the centre. The cost may be recovered from a team or candidates when appropriate. Teams and candidates will be made aware of any costs prior to the entry or amendment being made.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam;
- 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 centre, unless the request is made by the candidate.

The first re-sit fee will be paid by the centre, subsequent re-sits should be paid by the candidate.

### ***Equality Legislation***

All exam centre staff must ensure that they meet the requirements of any equality legislation.

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 Examinations Officer.

## ***Access arrangements***

The ALNCo 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/examinations.

A candidate's access arrangements requirement is determined by the specialist teacher in liaison with the ALNCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of specialist teacher in liaison with the ALNCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examination Officer.

Rooming for access arrangement candidates will be arranged by the Examination Officer in consultation with the ALNCo.

Invigilation and support for access arrangement candidates, as defined in the JCQ arrangements regulations, will be organised by the Examination Officer with ALNCo arranging specific support for learners.

## ***Contingency planning***

Contingency planning for examinations administration is the responsibility of the Examination Officer.

Contingency plans are available via email, noticeboard, briefing meetings, internal post the school intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## ***Estimated grades***

Leaders of Learning are responsible for submitting estimated grades to the Examinations Officer when requested.



## ***Managing invigilators***

External staff will be used to invigilate examinations.

These invigilators will be used for internal examinations and/or external examinations.

Recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Headteachers personal assistant/secretary.

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

Invigilators' rates of pay are set in accordance with Newport CC pay grading.

Invigilators are recruited, timetabled, trained, and briefed by the Examination Officer.

## ***Malpractice***

The Headteacher in consultation with the Examination Officer is responsible for investigating suspected malpractice.

## ***Examination days***

The Examinations 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 two weeks in advance.

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

Subject staff/ Head of Key Stage 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.

In practical examinations, 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 Leaders of Learning in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an exam, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the SIMS Admin Officer.

## ***Candidates***

The Examinations Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Head of Key Stage.

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 invigilator in liaison with the Examination Officer.

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

The Head of Key Stage and Examination Officer is responsible for handling late or absent candidates on exam day.

## ***Clash candidates***

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

## ***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 Head of Year, Attendance Officer or Examinations Officer to that effect.

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

The Examinations Officer will make a special consideration application to the relevant awarding body within five school days of the exam.

## ***Internal assessment***

It is the duty of the Leader of Learning to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the examinations office by the Leader of Learning. The Examination 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 (IAP) document.

## ***Results***

Candidates will receive individual results slips on results days:

- in person at the centre.

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 Examinations Officer.

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

## ***Enquiries about Results (EAR)***

EARs may be requested by Leaders of Learning or the candidate following the release of results. A request for a re-mark or clerical check 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 will be paid by the centre, if the request is from a Leader of Learning.

All decisions on whether to make an application for an EAR will be made by Leader of Learning in liaison with Head of Key Stage and Senior Leadership Team.

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 Examinations Officer, following the JCQ guidance.

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

After the release of results, candidates may ask subject teachers to request the return of written exam papers within three working days for AS/A and 10 school days of the receipt of results for GCSE.

Teaching staff following consultation with Leaders of Learning 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 ATS will be paid by the centre, if the request is from a Leader of Learning.

Processing of requests for ATS will be the responsibility of Examinations Officer.

## ***Certificates***

Candidates will receive their certificates

- in person at the centre.

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 2 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Headteacher Date .....

Examinations Officer Date .....

Ratified by the Curriculum Govenors: Date .....