



# **Examinations Policy**

## **CONTENTS**

1. Exam responsibilities
2. The statutory tests and qualifications offered
3. Exam seasons and timetables
4. Entries, entry details, late entries and retakes
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
13. Support for pupils taking examinations

***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 annually.

This exam policy will be reviewed by the Senior Director of Curriculum Standards and Effectiveness in charge of Examinations and the Examinations Officer and approved by the Headteacher and Governors.

## **1. Exam Responsibilities**

### **Head of Centre**

- Overall responsibility for the school/college as an exam 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*'.

### **Exams Officer**

- Manages the administration of internal exams and /or external exams:
- Advises the senior leadership team, subject and class teachers 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 coursework 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
- 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
- Line manages exam invigilators organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other 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 SLB, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Prepares seating plans for relevant examinations.
- Quality assures the examination process.

## **Senior Director of Curriculum Standards and Effectiveness**

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

## **Curriculum Leaders**

- 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 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**

- Guidance and careers information.

## **Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Curriculum Leader.

## **SENCO**

- 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.

## **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.
- Recording and reporting required information in the exam.

## **Candidates**

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework 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.

The statutory tests and qualifications offered are GCSE's, BTEC's and A levels and Applied Generals.

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.

### **At key stage 4**

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

### **At post-16**

It is expected that AS modules will continue to be taken where relevant during Year 12.

## **3. Exam seasons and timetables**

### **3.1 Exam seasons**

The timing of internal exams is kept under review by the Leadership Team.

External exams are scheduled in November, January, May and June.

All internal exams are held under external exam conditions, with KS4, KS5 in normal exam venues where possible.

Curriculum Leaders under the Leadership Team decide which examination series will be used in the centre.

### **3.2 Timetables**

The Exams Officer will circulate the outline exam board timetables for external exams once these are received from the exam boards. Detailed School Exam Timetables will be circulated after the last date of withdrawals of any exam season.

The Exams Officer will circulate the internal exam timetables 1 month prior to the date of the exams. The Exams Officer will provide individualised exam timetables for each candidate and publish them to parents.

The school website will be used to provide information to support candidates and their families.

## **4. Entries, entry details, late entries and retakes**

### **4.1 Entries**

All Candidates are entitled to have access to the examination. Specific decisions about entries, including tier of entry, are taken by the subject teachers under the moderation of the Curriculum Leaders and the SLB Raising Achievement Team.

Candidates, or parents, may request a subject entry, change of level or withdrawal with the Curriculum Leader. The final decision rests with the Head of Centre in consultation with the Raising Achievement Team.

### **4.2 Late entries**

Entry deadlines are circulated to heads of department via post and e-mail.

Late entries can be requested by the relevant Curriculum Leader. The Deputy Head Teacher for Curriculum will have the final decision on late entries.

Late entry fees should be charged to the department where the late entry/amendment is caused by error or omission at department or faculty level.

### **4.3 Resits**

Candidates are allowed to retake subjects at GCSE, AS and A level. The school may make a charge for this.

Retake decisions will be made in consultation with the candidates, Subject Teachers and the Curriculum Leaders.

*(See also section 5: Exam fees)*

### **4.4 External Candidates**

Unfortunately the school is unable to accept external candidates, however, we will endeavour to support in providing information for those wishing to find an external centre.

## **5. Exam fees**

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

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

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees may be charged to departments (see 4.2 above)

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. Any made out of the time allowed by the awarding bodies will be charged to the department.

Reimbursement will be sought from candidates who fail to sit an exam, commit malpractice or fail to meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes may be required to be paid by the candidates.

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. Fees are required to be paid to the school before an EAR will be submitted.

(See also section 11.2: Enquiries about results [EARs])

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

### **6.1 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.

### **6.2 Special needs**

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

### **6.3 Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Officer.

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

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

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

## **7. Estimated grades**

### **Estimated grades**

The Curriculum Leaders are responsible for submitting estimates grades to the Exams Officer by the deadline requested.

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

### **8.1 Managing invigilators**

External invigilators will be used for exam supervision and will be used for all external exams.

- The recruitment of invigilators is the responsibility of the exams office.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.
- DBS fees for securing such clearance are paid by the Centre.
- Invigilators are timetabled and briefed by the exams office.
- Invigilators' rates of pay are set by Finance Manager in consultation with the Schools Business Manager.

### **8.2 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, as requested and as set out in the seating plan.

The 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 must not advise on which questions are to be attempted.

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 before the end of a session. Papers will be distributed to Curriculum Leaders in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed it with the exception of BTEC on demand examination question papers which must not be released at any time. After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

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

### **9.1 Candidates**

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given by the Pastoral Leader.

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 on their person but must be in bags in the



designated storage areas. Mobile phones and electronic devices must be switched off. All watches must be placed on the desk in sight of the invigilators prior to the exam commencing.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Candidates who leave the exam room, must be accompanied by an appropriate member of staff at all times.

The invigilators will notify the exams office who will liaise with the Pastoral Assistant and will try to make contact with the candidates who are late for their exams, or do not turn up at all.

## **9.2 Clash candidates**

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

## **9.3 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 Exams Officer 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 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**

### **10.1 Coursework**

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

It is the duty of the Curriculum Leaders to ensure that all internal assessment is ready for dispatch at the correct time. The Exams 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 exams office by the Curriculum Leaders.

### **10.2 Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams 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<sup>th</sup> June 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 Officer and recorded for awarding body inspection.

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

### **11.1 Results**

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide S.A.E.) before the end of the summer term.

The results slip will be in the form of a centre produced document.

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 EARs**

EARs may be requested by centre staff or candidates 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 candidates.

All decisions on whether to make an application for an EAR will be made by the Curriculum Leaders in consultation with the Deputy Head – Curriculum.

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: Exam fees)

### **11.3 ATS**

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

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

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

The cost of ATS will be paid by the candidate if it is at their request. Departments will pay for scripts returned for teaching purposes.

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

## **12. Certificates**

Candidates will receive their certificates at our Awards Ceremony or collected and signed for after awards night.

Certificates may be collected on behalf of a candidate by a third party, 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 three 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.

## **13. Support for Pupils Taking Examinations**

### **13.1 Pupil-Parent Information booklet**

The Pupil-Parent Information Booklet will be handed to Pupils/Parents at each Year group Parents' Evening. Also, the booklet is available on the school website.

At the back of the booklet are copies of the JCQ's Information for Candidates which must be made available to all candidates in advance of examinations.

### **13.2 Exams Notice Board**

Examination seating plans and exams information posters can be found on the Exams Notice Board situated outside the Gym.

### **13.3 Emailing out Exam Timetables**

Once completed, Individual Candidates Timetables, including seating arrangements, will be distributed to each student via Academic Tutors.

### **13.4 Procedures before the start of the exam**

All students must go to the Sports Hall and line up next to the sign for their room and row. They must check their pockets for mobile phones, turn them off and make sure they are put in their bags. Any drinking bottles must also have any labels removed if they wish to have them on their exam desk.

A register will be taken and students will be escorted quietly to their exam rooms in row order.

### **13.5 Recordings in exams**

Once all students are seated in their exam room a recorded announcement informing candidates that they must now follow the regulations of the examination as set out by the awarding bodies.

.....  
Head of Centre

.....  
Exams Officer

.....  
Date

## **NORTH CHADDERTON SCHOOL**

### **Internal Appeals Policy for External Qualifications**

North Chadderton School Policy on Appeals is in two parts:

- 1. Policy on Internal Assessments for External Qualifications**
- 2. Policy on External Assessments for External Qualifications (Enquiries about Results)**

#### **1. Policy on Internal Assessments for External Qualifications**

North Chadderton School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

#### **Note to students**

- A. If a student has any concerns about the procedures used in assessing their internally assessed work for public exams ie controlled assessment/coursework/portfolios, s/he should discuss the matter with the Head of Subject immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.
- B. The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:
  - **“The work you submit for assessment must be your own”**
  - **“You must not copy from someone else or allow another candidate to copy from you”**
  - **“If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”**

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.
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The student, parent or guardian of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on the grounds of malpractice.

## Written Appeals Procedure

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [eg by the end of June for the summer series].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Management Team and a Head of Department not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or guardian [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

## 2. Policy on External Assessments for External Qualifications [Enquiries about Results - EARs]

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. **Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.**
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

### **If the Department agrees to support the EAR:**

- a. The request, together with the students consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

### **If the Department does not agree to support the EAR:**

- b. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1<sup>st</sup> class letter post within 24 hours of receipt. This decision is final.

If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.

- IV. Outcomes following EARs will be forwarded by the Examinations Officer and to the student as soon as they have been received from the Awarding Bodies.

*-- This policy will be kept under review and revised as necessary --*

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