



## **WHITWORTH COMMUNITY HIGH SCHOOL**

# **SCHOOL EXAMINATIONS POLICY**

Date effective from:	March 2017
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# Whitworth Community School Examination Policy

## Contents

- Exam Responsibilities
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Disability Discrimination Act
- Estimated grades
- Managing invigilators/exam day's
- Candidates
- Internal assessments and appeals
- Results
- Certificates

### The policy purpose

The purpose of this exam policy is:

- To ensure the planning and management of examinations are conducted efficiently and in the best interests of candidates/students
- 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 process to read, understand and implement this policy.
- To ensure all examinations and external assessment procedures are conducted in line with national examining body regulations.

NAMES

Head of centre/school

Exam officer

G Middlemas

C Lord

Date: March 2017

The policy is next for review in March 2018

## Exam Responsibilities

Exams Officer:

- Manage dissemination of examination results to SLT and its staff
- Day to day administration of exam system including ensuring all relevant parties are aware of key dates for all core entries at external examinations including processing entries, results, preparing exam timetables, provision of data to exam boards relating to examinations.
- Identify and manage timetable clashes, ensure all dates are forwarded to be included on the school website
- Submitting student coursework and controlled assessment marks within deadlines
- Receive and check on the security of all examination papers and control assessments (where necessary)
- Manage appeals and requests for re-marks by submitting requests to examination boards as soon as possible when required.

Deputy Head Curriculum

- Manages external validation of courses followed at Key Stage 4
- Inform parents/carers/students and all relevant parties on annual examination timetables as set by the various awarding bodies.

The SENCO is responsible for:

- 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 are responsible for:

- Liaising with exams officer for the collection of exam papers and other material for the exams before the start of the exam.
- Take an accurate register of all students sitting the examinations.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exam officer.
- Ensuring that all candidates and other staff adhere to the current JCQ Instructions for Conducting Examinations.

Candidates are responsible for:

- Confirmation of Statement of Entry and informing the Examination Officer of any amendments/omissions by the appropriate deadlines.
- Understanding coursework/ controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Acknowledging all allowed assistance with coursework/controlled assessments according to the examination board guidelines.

- Read and comply with all examination regulations and follow all instructions given by the examinations and invigilators staff.

### **Qualifications Offered**

The qualifications offered at this centre are decided by the Senior Leadership Team. The qualifications offered are GCSE (L2) and BTec (L2) and VCerts (L2) and INGOT's. 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 officer must be informed by the end of September for inclusion in the following years Prospectus.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation between SLT and Directors of learning.

### **Exam Seasons**

Internal exams and assessments are scheduled as required.

Times and dates for controlled assessments will be published in advance.

Mock/Trial exams for Year 11 are held under external exam conditions in December and February each academic year.

### **Timetable**

Once confirmed the SLT in conjunction with the Exams officer will circulate the exam timetable for External and Mock/Trial Exams.

### **Entries, Entry Details and Late Entries**

Candidates are selected for their exam entries by consultation with SLT and Directors of Learning.

KS4 examinations are certified at the end of Year 11.

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

Entry deadlines are circulated to Directors of Learning and Teachers in Charge of the subject via email.

Late entries are authorised by the Exams Officer and SLT.

Re-sit decisions will be made in consultation with Candidates, Directors of Learning and SLT.

### **Exam Fees**

Initial entry exam fees are paid by the centre. Fee re-imbursments are sought from candidates who fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

### **Disability Discrimination Act**

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible. This is the responsibility of the Exams officer SENCO and SLT.

## **Access Arrangements**

The SENCO will inform subject teachers of candidates with special needs who are embarking on a course leading to an exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

Making access arrangements for candidates to take exams is the responsibility of both SENCO and Exams officer.

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

Rooming for access arrangement candidates will be arranged by the Exams Officer in conjunction with the Cover manager.

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

## **Contingency Planning**

Contingency planning for exams administration is the responsibility of the Senior Leadership Team. The school has a current Exams Contingency Plan

## **Estimated Grades**

Directors of Learning are responsible for submitting estimated grades to the Exams officer when requested by the Exams Officer.

## **Managing Grades**

Support staff and external staff are used to invigilate examinations. These invigilators will be used for internal mock exams and external exams. Recruitment of invigilators is the responsibility of the Business Manager. Securing the necessary Criminal records Bureau (CRB) clearance for new invigilators is the responsibility of the Business Manager. CRB fees for securing such clearances are paid by the centre. Invigilators are timetabled and briefed by the Exams Officer. Invigilators rates of pay are set by the Business Manager.

## **Malpractice**

The Senior Leadership Team is responsible for investigating suspected malpractice.

## **Exam Days**

The exams officer will book all exam rooms and make the question papers, other exam stationery and materials available for the invigilators.

Site Supervisors are responsible for setting up the allocated rooms under guidance from Exams Officer and SLT.

The lead invigilator will start all exams in accordance with JCQ guidelines. School Staff may be present in the exam room prior to the start of the exam to assist with the identification of candidates, but must not advise on which questions or sections are to be attempted. Subject staff are not allowed into the exam room, unless their presence is required to assist in a specialist examination.

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 Directors leaving teachers in charge at the end of the exam sessions by the Exams Officer.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

### **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room.

The Exams Officer, Senior Leadership Team or Delegate responsible for handling late or absent candidates on exam day or subsequently.

Candidates must:

- Have a clear pencil case containing all equipment – black pens, pencils, eraser, ruler, calculator, (if allowed for each examination) coloured pencils. School will not provide equipment. Tipp-ex is NOT allowed
- Mobile phones, I-Pods, MP3 players or any other valuables SHOULD NOT be brought into school. However if a phone or other equipment is brought, it must be switched off and handed to the Head Invigilator before the examination starts. School accepts no responsibility for phones or valuables during the exam period.
- Candidates who are going to be late due to transport problems MUST contact school and leave a message for the Exams Officer.
- If a candidate is ill, parents/carers MUST contact school and leave a message for the Exams Officer.

### **Clash Candidates**

The Exams Officer in conjunction with SCT will be responsible as necessary for supervising escorts and identifying a secure venue for the duration of the timetable clashes.

### **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 by providing a letter from the candidate's doctor.

The Exams officer will then forward a special consideration report to the relevant awarding body within seven days of the exam.

### **Internal Assessment**

It is the duty of Directors of Learning to ensure that all internal assessment is ready for despatch at the correct time and should keep a record of each despatch at the correct time and should keep a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject Teachers, Teachers in charge and Directors of Learning. Marks awarded/grades for internal coursework/controlled assessment should not be disclosed to candidates, as these marks are still subject to external moderation and possible adjustments. The actual mark will only be available on results day.

Coursework will be destroyed after 2 years if not collected.

Coursework may be kept as exemplar material with the candidate's permission and will be anonymised if required.

Instructions for Staff for the conduct of Internal Assessments are per the Schools Controlled Assessment Policy.

### **Appeals Against Internal Assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office. (Whitworth Community High School Internal Appeal Policy).

### **Moderation of Coursework or Internal Assessment**

Marking of internal assessments/coursework is the responsibility of the class teacher, who must follow the JCQ guidelines and any specific instructions in the individual course specification.

Exemplar material provided by the board should be marked by all class teachers, prior to marking their class' work. Agreements should be reached on this work to minimise differences later.

Internal moderation is the responsibility of the Directors of Learning (moderation can be done by any designated member of staff, who should attend appropriate exam board training).

Moderation should be done on a sample of work from each teacher. The size of sample required should match the method used by the exam board e.g. if for 60 entries, the board sample 10 scripts, 10 scripts should be sampled internally. If the work of a teacher is at a variance with other colleagues, that member of staff should review their marking and adjust as necessary.

Where there is only one specialist teacher for a whole subject, external support with moderation should be sought by the Director of Learning after consultation with SLT. If a new member of staff is being trained to moderate work appropriate CPD should be arranged.

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

Candidates will receive individual result slips on result days, either in person at school or by post to their home addresses (candidates to provide self-addressed envelopes).

Arrangement for the centre to be open on result days are made by the Head Teacher.

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

### **EARs (Enquiries about results)**

EARs may be requested by school staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidates and parents will be made aware that marks can go down as well as up after an EAR adjustment and consent will be requested before any EAR is processed to confirm understanding of this possibility. Candidates will need to sign the JCQ 'Enquiries about results and appeals candidate consent form' before any appeal / enquiry can be raised.

### **ATS (Access to scripts)**

Candidates and centre staff may request original scripts for investigation or for teaching purposes.

### **Certificates**

Certificates are presented in person at the school presentation night, or collected and signed for at the school office. Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing. The centre retains certificates for two years. After this time, the certificates may be destroyed.

Replacement certificates or a transcript of results may be issued if a candidate agrees to pay the costs incurred directly to the Exam Board.



