

Easthampstead Park Community 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 interest of candidates.
- Ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
- Ensure the Centre complies with the Joint Council for Qualifications (JCQ) regulations and awarding body guidelines.

It is intended that all students who start and complete a certified course will be submitted for entry to an exam unless there is evidence they will not benefit in any way from doing so.

It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

This examination policy will be reviewed every two years by the Senior Leadership Team, Examinations & Curriculum Manager and the Governors.

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1. Examination responsibilities

The following outlines the responsibilities of the key personnel involved in the examination process.

- Headteacher ensures that the school carries out examinations in line with the JCQ Regulations and that the school meets its duties under the PESA Equality Act.
- Deputy Head ensures that the strategic management of examinations is maintained in school and that all parties are aware of their role in the process.
- Examinations & Curriculum Manager (ECM) manages the daily operation of the examination process ensuring that the school follows all processes in line with the JCQ Regulations including safeguarding.
- AHT i/c of Inclusion ensures all students who have an access entitlement are given the appropriate resources.
- Head of Department ensures their subject prepares students for examinations following regulations and complies with all ECM's requests for information relating to entry.

- Teacher delivers the exam syllabus and ensures any assessments or exam work complies with JCQ Regulations.
- Tutor passes information from the ECM to candidates regarding their examination arrangements.
- Invigilators are trained and observed in line with awarding bodies' requirements and conducts examinations following JCQ Regulations.
- Candidate checks their statement of entry, attends examinations as scheduled during the examination and complies with JCQ Regulations for any assessment.

Detailed responsibilities are given in Appendix A. The description of these responsibilities will be kept up-to-date by the Deputy Head without changes having to be approved by the governors.

2. Statutory tests and qualifications offered

- The statutory tests and qualifications offered at this Centre are decided by the Headteacher, Deputy Headteacher and the Senior Leadership Team.
- The statutory tests and qualifications offered are GCE, GCSE, BTEC, NCFE and ECDL.
- 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 examinations office must be informed by July of the academic year or prior to commencing the course.
- All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3. Entries, late entries and retakes

3.1 Entries

- Any students not entered for an examination will be at the discretion of the AHT Raising Standards in consultation with the Head of Department.
- Candidates are selected for their exam entries by the Head of Department.
- A candidate or parent/carer can request a subject entry, change of level or withdrawal subject to approval by the Head of Department.
- The Centre does accept entries from external candidates.

3.2 Late entries

- Entry deadlines are circulated to Heads of Department via e-mail or internal memo.
- Late entries are authorised by the Deputy Head.

3.3 Retakes

- Retakes will not be funded by the school unless there are mitigating circumstances.
- All students retaking an examination will have to pay for it before they can be entered for the examination.

- In exceptional circumstances, retakes may be recommended to SLT and funded, in most cases from department capitation.
- Retake decisions will be made in consultation with candidates and the Head of Department.

4. **Examination fees**

- GCE, GCSE, BTEC, NCFE and ECDL initial registration and entry examination fees are paid by the Centre.
- Late entry or amendment fees are paid by the departments.
- Candidates or departments will not be charged for withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- Reimbursement will be required from candidates who fail to sit an examination or deliberately 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 the GCSE course.
- 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.

5. **Operational arrangements**

Operational arrangements dealing with the following are set out in Appendix B.

- Examination seasons and timetables.
- Disability Discrimination Act (DDA), special needs and access arrangements.
- Managing invigilators and examination days.
- Candidates, clash candidates and special consideration.
- Results, enquiries about results (EARs) and access to scripts (ATS).
- Certificates.

The description of the operational arrangements will be kept up-to-date by the Examination & Curriculum Manager without any changes having to be approved by the governors.

Reviewed and Revised:	September 2019
Responsibility for Implementation and Review:	Deputy Headteacher Curriculum Committee
Date of Next Review:	Autumn 2020

Appendix A. Detailed examination responsibilities

A1. Headteacher

Has overall responsibility for the School as an Examination Centre:

- Ensures the school carries out examinations in line with the JCQ Regulations.
- Ensures the school meets its duties under the PESA Equality Act.

A2. Deputy Head

Oversees the implementation of the Examination Policy:

- Ensures appropriate requirements/standards are maintained.
- Advises on appeals and re-marks.
- Reports all suspicions or actual incidents of malpractice JCQ document '*Suspected malpractice in examinations and assessments*'.

A3. Examinations & Data Manager

Manages the administration of public and internal examinations and analysis of examination results:

- Advises the Senior Leadership Team, Tutors and other relevant support staff on annual examination timetables and entry procedures as set by the various awarding bodies.
- Oversees the production and distribution to staff, governors 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.
- Consults with teaching staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries including the collection of them.
- Receives, checks and stores securely all examination papers and completed scripts, and organises secure dispatch to awarding bodies.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all examination costs/charges.
- Organises the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- Prepares and presents reports to the SLT showing results achieved.
- Submits candidates' controlled assessment marks.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/remark requests.
- Notifies the Deputy Head of any malpractice.
- Maintains systems and processes to support the timely entry of candidates for their examinations.

A4. AHT Inclusion

- Notifies access arrangements (as soon as possible after the start of the course).
- 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 tests of candidates' requirements for access arrangements.
- Provides 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.

A5. Head of Department

- Provides guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Contributes to post-results procedures.
- Completes controlled assessment mark sheets and declaration sheets.
- Ensures and checks entries and all other mark sheets are correct and adherence to deadlines as set by the Examinations & Curriculum Manager.
- Submits estimated grades to the Examinations & Curriculum Manager when requested and in line with Awarding Body deadlines.
- Informs/nominates students to AHT Inclusion who require access arrangements.
- Ensures students are aware of the course/examination for which they have been entered.
- Provides guidance and careers information.

A6. Teacher

- Completes entry mark sheets using management information system adhering to deadlines.
- Nominates students for access arrangements to Head of Department.
- Submits candidate names to Head of Department.
- Communicates to students their level of entry.
- Ensures students are aware of examination board requirements and expectations of examination conduct.
- Notifies the Deputy Head of any malpractice in controlled assessments.

A7. Tutor

- Provides pastoral guidance covering (a) dates for examinations, (b) entries (issuing of Statements of Entry) and (c) checking entry with candidate.

A8. Invigilator

- Undertake relevant training and observations as directed by the relevant awarding bodies.
- Collects examination papers and other material from the examinations office before the start of the examination.

- Collects all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Ensures examinations are conducted in line with JCQ Regulations.
- Notifies the Examinations & Curriculum Manager of any breach in JCQ Regulations.

A9. Candidate

- Signs his/her Statement of Entry after the tutor has confirmed entries with the candidate.
- Understands controlled assessment regulations and signs a declaration that authenticates the work as their own.
- Maintains appropriate behaviour and conduct during the examinations.

Appendix B Detailed operational arrangements

B1. Examination seasons and timetables

- Internal exams are scheduled in as per the school calendar.
- External examinations are scheduled in May/June and November.
- The Examinations & Curriculum Manager will circulate the examination timetables for both external and internal examinations once these are confirmed.

B2. Disability Discrimination Act (DDA), special needs and access arrangements

B2.1 DDA

- 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.

B2.2 Special needs

- A candidate's special needs requirements are determined by the AHT i/c of Inclusion.
- The AHT Inclusion will inform Subject Teachers and Heads of Department of candidates with Special Educational Needs who are embarking on a course leading to an examination.
- The AHT Inclusion will inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

B2.3 Access arrangements

- Making special arrangements for candidates to take examinations is the responsibility of the AHT Inclusion and the Examinations & Curriculum Manager.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the AHT Inclusion.
- Rooming for access arrangement candidates will be arranged by the Examinations & Curriculum Manager with the AHT i/c of Inclusion.
- Invigilation and support for access arrangement candidates will be organised by the AHT Inclusion with the Examinations & Curriculum Manager.

B3. Reviews of marking – centre assessed marks

- Head of department must plan to complete the following activities ahead of the awarding bodies' published deadlines for the submission of works.
- Inform each candidate with an entry of centre assessed work of the mark(s) awarded and advise them that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of assessment.
- If a request for copies of materials is made they must be made available to the candidate promptly.
- Candidates will be provided with sufficient time in order to review copies of materials and reach a decision.
- Heads of departments will allow sufficient time for the review to be carried out, make any necessary changes to the marks and inform candidates of the outcome, all before the awarding body's deadline.

- Review of marking will be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review.
- Examinations and curriculum manager will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- The Examinations and Data manager will inform the candidate promptly in writing of the outcome of the review of the centre's marking.

B4. Managing invigilators and examination days

B4.1 Managing invigilators

- External invigilators will be used for examination supervision and guided by the Examinations & Data Manager. They will be used for all examinations and some internal examinations where relevant.
- The recruitment of invigilators is the responsibility of the Examinations & Curriculum Manager.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of Personnel.
- Invigilators are timetabled and briefed by the Examinations & Curriculum Manager.
- Invigilators' rates of pay are set by the Local Authority.

B4.2 Examination days

- The Examinations & Curriculum Manager 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.
- Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.
- In practical examinations, subject teachers may be on hand in case of any technical difficulties.
- Examination papers must not be read by Subject Teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department at the beginning of the following day.

B5. Candidates, clash candidates and special consideration

B5.1 Candidates

- 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 School behaviour policy and JCQ guidelines.

- Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.
- The Examinations & Data Manager or a member of the Raising standards team will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

B5.2 Clash candidates

- The Examinations & Curriculum Manager will be responsible as necessary for identifying supervisors, identifying a secure venue and arranging overnight stays (if necessary).

B5.3 Special consideration

- Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the Centre, Examinations and Data manager or the examination invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.
- The Examinations & Curriculum Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

B6. Results, enquiries about results (EARs) and access to scripts (ATS)

B6.1 Results

- Candidates will receive individual results slips on results days in person at the Centre/by post to their home addresses (candidates to provide SAE).
- Arrangements for the school to be open on results days are made by the Examinations & Curriculum Manager.
- The provision of staff on results days is the responsibility of the Examinations & Curriculum Manager in consultation with SLT.

B6.2 EARs (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.
- 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: Examination fees).

B6.3 ATS (Access to Scripts)

- After the release of results, candidates may ask subject staff to request the return of papers.
- If a result is queried, the Examinations & Curriculum Manager, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.
- Centre staff may also request scripts for investigation or for teaching purposes.
- The consent of candidates must be obtained.
- Re-marks cannot be applied for once a script has been returned.

B7. Certificates

- Certificates are collected and signed for at Presentation Evening.

- Certificates may be collected on behalf of a candidate by a third party, provided a signed letter of consent is presented.
- The Centre retains certificates for two years.