



HIGHSHORE SCHOOL

EXAM POLICY

2016

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Highshore School Exam Policy

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The Exam Policy

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 every two years.

This exam policy will be reviewed by the head of centre, senior leadership team and the exams officer.

1. Exam responsibilities

Head of centre: **Eileen Ollieuz**

Overall responsibility for the school 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. JCQ document: *Suspected malpractice in examinations and assessments*

Exams officer: **Julia Manning**

Manages the administration of public and internal exams and analysis of exam results:

- advises the senior leadership team, subject and class tutors 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
- 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 exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- participates in the organising, training and monitoring of exam invigilators and readers responsible for the conduct of exams
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- 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 SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Deputy head: **Kevin Claringbould**

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

Teachers

- Submission of candidates' names to exams officer/SLT.

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 and the senior leadership team.

The statutory tests and qualifications offered are Functional Skills, Entry Pathways and Entry Level Certificate

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year

Decisions on whether a candidate is entered for individual subjects will be taken in consultation with the heads of subject, the deputy head and SLT.

At Key Stage 4

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

3. Exam seasons and timetables

Exam seasons

External exams are scheduled in January, March, May, June, November and on demand for some programmes.

Which exam series are used in the centre is decided by the senior leadership team.

Timetables

Once confirmed, the exams officer will circulate the exam timetables for external exams to staff and inform parents.

4. Entries, entry details and late entries

Entries: Candidates are selected for their exam entries by the deputy head, SLT and the heads of subject.

The centre does not accept entries from external candidates.

Late entries: Entry deadlines are circulated to subject heads personally.

Late entries are authorised by the exams officer.

5. Exam fees

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

Late entry or amendment fees are paid by 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.

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

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.

Special needs

The extent of a candidate's special needs requirements is determined by the SLT and specialist teacher.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the exams officer and specialist teacher.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer and specialist teacher.

Rooming for access arrangement candidates will be arranged by the SLT with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the exams officer and SLT

7. Estimated grades

Estimated grades

The heads of subject will submit estimated grades to the exams officer when requested by the exams officer.

8. Managing invigilators and exam days

Managing invigilators

External invigilators are not used at Highshore

Invigilation and support for candidates is undertaken by teachers and teaching assistants

Exam days:

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

The lead 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. Copies of the exam papers will be distributed to subject heads at the end of the exam session.

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

9. Emergencies

In the event of an emergency, such as, a fire alarm or a bomb alert the centre emergency evacuation policy will come into use.

- Candidates will stop writing and leave the exam room or hall by the designated route in silence
- The candidates will be supervised by staff throughout to ensure that there is no discussion about the examination
- The lead invigilator will collect the attendance register and make a note of the time of the interruption and how long it lasted.
- The candidates will be allowed the full working time set for the examination
- Where there are only a few candidates they may be taken to another area, with their question papers and scripts, to finish the exam
- A full report of the incident and of the action taken, and send to the relevant awarding body.

10. Candidates and special consideration

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 JCQ guidelines.

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

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines

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 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.

11. Coursework

Entry Level Coursework Procedure at Highshore School

1. Coursework is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to an Entry level qualification.
2. Students will be supported to enable them to read and understand fully the Notice to Candidates from the JCQ Coursework Regulations.
3. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Coursework must be handed in by the agreed departmental deadline. This will be displayed on the examinations noticeboard in the staff room.

6. All students are given the same and sufficient time to complete the work.
7. Students are given clear instructions as to the time and place for handing in the work.
8. The work must be handed in by the student to the designated teacher and not given to another student to hand in.
9. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
10. If it is impossible to deliver the work to school, the Examinations Officer must be contacted by phone on the deadline day for advice.
11. If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed.
13. If there are any special circumstances e.g. play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Examinations Officer.
14. Marks for all internally assessed work and estimated grades are provided to the exams office by the subject heads.
15. Subject heads will ensure all coursework is ready for despatch at the correct time. The exams officer will keep a record of what has been sent when and to whom.

12. Appeals against internal assessments

1. 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
2. Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
3. Appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements. The candidate can be supported in the presentation of their case by a parent/carer.
4. The Head of School will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Subject Head or School Governor to act as an independent member will also be on the panel.
5. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as

required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.

6. The panel's findings will be formally reported back to the candidate /parent/ carer at the beginning of July.
7. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

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

Results

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses.

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.

EARs

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 exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

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.

ATS

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.

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

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

14. Certificates

Certificates are presented in person, posted (recorded delivery) or collected and signed for.

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.

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Head of centre

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Exams officer

1st November 2016

Date: The policy is next due for review on 31/10/2018