

ST COLUMBA'S CATHOLIC BOYS' SCHOOL

GOVERNORS' POLICY STATEMENT



Examination Policy

Head Teacher: Mr N Fisher
Chair of Governors: Mrs S Biggs

Originator Date	July 15
Review Date (Three Yearly)	Summer 18

PURPOSE

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.

The exam policy will be reviewed every three years.

The exam policy will be reviewed by the Head of Centre and Exams officer and approved by the Governing Body.

EXAM RESPONSIBILITIES

Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks; and
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

Exams Officer

Responsible for:

- 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 awarding bodies;
- 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 (for unforeseen circumstances) using the JCQ Publications Access arrangements, reasonable adjustments and special consideration;
- Identifies and manages exam timetable clashes;
- Accounts for income and expenditures relating to all exam costs/charges;
- Line manages the senior exam invigilator in 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 SLT, any appeals/re-mark requests; and
- Maintains systems and processes to support the timely entry of candidates for their exams.

Teaching Staff

Responsible for:

- Notification of access arrangements requirements, if not identified by SENCo (as soon as possible after the start of the course);
- Submission of candidates' names to Subject Leaders/school/curriculum.

SENCo

Responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Make applications for access arrangements in line with JCQ publications.
- 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.

Lead invigilator

Responsible for:

- 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.

Candidates

Responsible for:

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

QUALIFICATIONS

The qualifications offered at this centre are decided by the Subject Leaders and are GCSE's, OCR Nationals and BTec.

The subjects offered for these qualifications in any academic year may be found on the schools website for that year. If there has been a change of specification from the previous year, the Exams Officer must be informed by 1 September. Informing the Exam Officer of changes to a specification is the responsibility of the Subject Leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject Teachers and Subject Leader.

EXAM SEASONS

Internal exams and assessments are scheduled in November and May.

External exams and assessments are scheduled in November, January, March and June.

Year 10 & 11 Grade Indicators will be held in the main hall, if possible. They will be run close to External exam conditions, but we are trying to achieve a true reflection of the candidates ability, so will not necessarily follow every detail of External exam etiquette.

The Subject Leaders decides which exam series are used in the Centre.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for Internal and External exams.

Entries, entry details and late entries

Candidates are selected for their exam entries by the Subject Leaders and Subject Teachers. Candidates or parents/carers can request a subject entry, change of level or withdrawal. The Centre does not accept entries from external candidates or act as an exam centre for other organisations.

Entry deadlines are circulated to Subject Leaders via Email and Internal post/pigeon hole. Late entries must be authorised by Subject Leaders.

GCSE re-sits are allowed.

Re-sit decisions will be made in consultation with Subject Teachers and Subject Leaders.

Exam Fees

Candidates or Subject areas 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.

GCSE entry exam fees are paid by the Centre.

Exam fees are charged to the relevant Subject area.

Late entry or amendment fees are paid by the Subject areas.

Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

The Head of Department will decide whether the centre or candidate will pay for approved re-sits. Additional re-sits may be requested by students but they will be expected to pay the relevant fees.

Equality Act (2010)

All exam centre staff must ensure that meet the requirements of the Equality Act (2010) are met and that any students with one of the nine protected characteristics are treated fairly..

The centre will meet the disability provisions under the Equality Act (2010) by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

Access arrangements

The SENCo will inform subject teachers of candidates with SEN 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 can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exam 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 Exam Officer.

Invigilation and support for access arrangement candidates will be organised by the Exam Officer with the SENCo.

Contingency planning

Contingency planning for exams administration is the responsibility of the Exam Officer.

Evacuation of Exam Venue

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Candidates should be evacuated from the Exam Hall to the Year 7 Playground.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Estimated grades

Subject Leaders are responsible for submitting estimated grades to the Exam Officer when requested.

Managing invigilators

Support staff and External staff are used to invigilate examinations.

These invigilators will be used for Internal and External exams.

Recruitment of invigilators is the responsibility of the Exam Officer.

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 Officer.

Invigilators rates of pay are set by the Centre Administration.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

Exam days

The Exam 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.

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 or sections 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 Subject Leaders 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.

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

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exam Officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exam Officer.

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 Exam 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 Exam Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

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

Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Subject Leaders.

Appeals against internal assessments must be made by the 30th April.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in the Appendix.

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

Candidates will receive individual result slips on results days, in person at the centre. Arrangements for the centre 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. The candidates consent is required before any EAR is requested.

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 support a candidate's or parent's request for 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.

Certificates

Certificates are Presented in person and Collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised in writing, by the candidate, to do so.

The Centre retains certificates for two years.

APPENDIX

Appeals against Internal Assessment of Work for External Qualifications

St Columba's Catholic Boys' School is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The Centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his work, he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.

This procedure is available from the Exams Office and is posted on the School website.

1. Appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.
2. Appeals should be made in writing by the candidate's parent/carer to the Assessment Manager, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCDA.
3. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body and any changes made to the procedure relating to internal assessment.
4. The outcome of the appeal will be made known to the Head Teacher and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.
5. If the appellant is unhappy about the response in writing, he can ask for a personal hearing, where a panel will consist of two persons not previously involved, normally the Head Teacher and a member of the Governing Body.

Enquiries About Results (Re-marks)

In cases of Enquiries About Results, where the School does not uphold the request for such an enquiry, the candidate may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Note: Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the Schools control will not be considered in the School's appeals procedure.