

**AG+**



# **ALDER GRANGE SCHOOL**

**SECTION C  
FULL GOVERNING BODY  
OVERALL SCHOOL EFFECTIVENESS**

**(Public Examinations)**

**C7.1 School Policy on Public Examination  
Administration**

Revised Exams Officer December 2017  
Approved by Governors' Standards and Effectiveness Committee February 2018

Next Review Date: December 2018

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## **RATIONALE:**

Our Values and Aims Statement clearly identifies our commitment to all pupils and students achieving the highest level of attainment possible. Many factors influence our capacity to translate this into reality. One key factor is the school's approach to Public Examination Administration.

## **PURPOSES:**

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.

## **GUIDELINES:**

### **1. Exam responsibilities**

#### **Head of Centre:**

The designated Head of Centre is the Headteacher.

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. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

#### **Exams Officer:**

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

- advises the SLG, 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 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/controlled assessment 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
- identifies and manages exam timetable clashes

- authorizes income and expenditures relating to all exam costs/charges
- line manages, recruits, trains and monitors a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLG 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/controlled assessment marks, tracks despatch 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 SLG, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

#### **Deputy Head (Curriculum & Learning):**

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

#### **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, plus online mark forms..
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

**Head of Careers:** (IAG) Guidance and careers information.

#### **Subject Teachers:**

- Submission of candidates' names to Curriculum Leaders.
- Involvement in post-results procedures.

#### **SENCO:**

- SENCO makes applications for access arrangements using the JCQ *Access arrangements and reasonable adjustments*.
- Notification of access arrangements (as soon as possible after the start of the course).
- 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.
- Provision of support staff to invigilate and provide access arrangements for identified candidates

## **Invigilators:**

- Collection of exam papers and other material from the exams officer before the start of the exam.
- Distribution of the correct exam paper to candidates
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams officer.

## **Candidates:**

- Confirmation and signing of entries.
- Understanding regulations and signing a declaration that authenticates the coursework/controlled assessment/non-examination assessment as their own.
- Checking of statements of entry.
- Checking exam papers are the expected tier.

## **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 Vocational qualifications, GCE, GCSE full course, Entry Level and functional skills qualifications.

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 by the first week in September.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the parents/carers, SENCO, Curriculum Leader and the Head of School.

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**

### **3.1 Exam seasons**

Internal exams are scheduled in December, April and June.

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

Some Internal exams are held under external exam conditions as formal mocks.

Which exam series are used in the centre is decided by the Head of Centre.

### **3.2 Timetables**

Once confirmed, the Exams Officer will circulate the exam timetables for external exams.

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

### 4.1 Entries

Candidates are selected for their exam entries by the Curriculum Leader and the subject teachers.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.

The decision will be made by the Curriculum Leader jointly with a member of SLG.

The centre does not accept external entries.

### 4.2 Late entries

Entry deadlines are circulated to Curriculum Leaders. Late entries are subject to late fees which will be charged to Curriculum Teams.

## **5. Exam fees**

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

Candidates with below 90% attendance, who have been excluded or with missing coursework/controlled assessment/ non-examination assessment may be asked to lodge a cheque with the school as a deposit. (See C7.3 Deposits Payable on Public Examination Entries).

Late entry or amendment fees are paid by departments or parents.

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.

Candidates will be charged for exams missed due to an absence unless they provide a valid medical note within the exam boards' time limit.

## **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, Doctor and 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 can 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.

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 Exams Officer.

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

## 7. Managing invigilators and exam days

### 7.1 Managing invigilators

External invigilators will be used for external exams.

The recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Bursar.

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 Bursar.

### 7.2 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.

A member of the SLG will start exams in accordance with JCQ guidelines and be responsible for identifying candidates.

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 at the end of the exam session.

## **8. Emergency Procedures**

### 8.1 Emergency Evacuation

In accordance with the JCQ regulations pupils will be informed of emergency evacuation procedures prior to the start of all exams.

In the event of a fire alarm or any other emergency evacuation, the Headteacher or member of SLG on duty will proceed immediately to the exam hall and the Exams Officer will proceed to the Drama Studio if this is in use. The SENCO will proceed to the rooms housing the candidates with Access Arrangements. The Headteacher/member of SLG will ascertain if the alarm is “live”. The lead invigilator will mark the time of the interruption on the whiteboard and stop the exam in each room. The lead invigilators will be responsible for taking a copy of the attendance lists to the evacuation point.

All pupils must remain in their exam room, seated in silence until the member of staff arrives. If the alarm is false or a drill the member of staff responsible for the room will, once the alarm has been silenced, re-assure the candidates and resume the exam noting the time of restart on the whiteboard. In the event of a “live” alarm the candidates will be asked to stand behind their desks and, leaving their exam papers behind, will file out one row at a time to the assembly point (tennis court). They will be accompanied by the invigilators and the member of SLG, Exams Officer and SENCO. The exam room will be locked.

Pupils must line up on the tennis courts at the opposite side to the main body of the school population. A register will be taken from the attendance list to establish that all candidates are present.

When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will be resumed. The candidates will be entitled to the full time for the examination.

The candidates must remain under examination conditions during emergency evacuation procedures and must not attempt to contact another candidate or any other member of the school community.

The Exams Officer will contact the Examination Board in accordance with JCQ regulations.

### 8.2 Candidates who require assistance

If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the playground adjacent to the sports hall.

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

### 9.1 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 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 and School Policies.

## 9.2 Clash candidates

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

## 9.3 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 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.

# 10. Coursework and appeals against internal assessments

## 10.1 Coursework/Controlled Assessment/Non-examination Assessment.

Candidates who have to prepare coursework/controlled assessment/non-examination assessment should do so by the deadline required by the subject teacher.

Teachers must notify candidates of their marks in time for them to request a remark prior to the submission of marks to the exam board.

Curriculum Leaders will ensure all coursework/controlled assessment/non-examination assessment is ready for despatch at the correct time. The Exams Officer will keep a record of what has been sent when and to whom.

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 (Policy C7.4), which is available from the exams office and on the centre website.

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 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 either in person at the centre or by post to their home addresses (candidates to provide sae).

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

Enquiries About Results 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 expense of the centre or 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 if the remark is unsuccessful. If the centre does not support an EAR, candidates will be advised of the reason for this and candidates may be asked to confirm in writing that they wish to continue against centre advice.

### 11.3 Access to Scripts

After the release of results, candidates may ask subject staff to request the return of papers within Awarding Body deadlines.

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.

(See also section 5: Exam fees)

### 11.4 Appeals

Following a remark, if the candidate or centre remains dissatisfied, an appeal can be lodged with the exam board. Requests for appeals and evidence in support must be received by the Exam Officer within 3 weeks of receiving the result of the remark. If a

parent wishes to request an appeal and the Centre does not support this, they have the right to request a hearing to present their case by notifying the Exam Officer in writing, with evidence in support of an appeal, within 2 weeks of notification of the result of the remark. The Exam Boards charge for appeals and parents will be expected to meet the cost of the appeals.

## **12. Certificates**

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation to do so.

Replacement certificates can be obtained from the relevant exam boards at the expense of the candidate.

The centre retains certificates for one year.

### **CONCLUSION:**

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 by the Exams Officer, the Head of Centre and the School Governors.

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