



Bishop Justus School Policies

Procedure	Examinations
Type:	Statutory
LT Responsibility:	Assistant Headteacher (Examinations)
Date:	October 2019
Review:	October 2021
Review Body:	Headteacher

INTRODUCTION

The purpose of this Examinations Policy is:

- to ensure the planning and management of all examinations is conducted efficiently and in the best interest of candidates;
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff;
- to act as a vehicle for raising CVA standards across the school;
- to ensure teachers' aspirations for every student are challenging yet realistic.

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 evaluated annually by the Examinations Officer and Leadership Team. Recommendations and Examination Board change to practice will be reviewed by the Aquinas Advisory Council, which may result in changes to this policy.

ROLES AND RESPONSIBILITIES

Please refer to Appendix 1.

THE STATUTORY TESTS AND QUALIFICATIONS OFFERED

The statutory tests and qualifications offered at this centre are decided by the Senior Leadership Team.

The statutory tests and qualifications offered include GCSE, BTEC, AS and A2-Level, functional skills and higher/extended projects, iGCSE, AQA Baccalaureate. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

Subject/Curriculum Leaders to inform the Examinations Officer of any change of syllabus by mid-July for teaching starting in September and of any additional examination entries as soon as they are known.

At Key Stage 4

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

All candidates should be given the opportunity to gain 5 A*-C grades including English and Mathematics at Level 2.

At Key Stage 5

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

EXAMINATION SEASONS AND TIMETABLES

Examination Seasons

Internal examinations are scheduled as follows:

Pre-Public exam (PPE) - Year 10 – First week of new academic year (June/July)

Pre-Public exam week (PPE) - Year 11 – Term 2 (December)

AS/A2 Pre-Public exam (PPE) -Year 12 & Year 13 – First week in Term 4

Any access arrangements to be advised to the SEN Department at least two weeks before exam.

Timetables

The Examinations Officer will circulate the examination timetables for external examinations as soon as these are confirmed.

The Learning Director will work with the Examinations Officer to ensure students and parents have sufficient information to prepare well.

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ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RETAKES

Entries

Candidates are selected for their examination entries by the subject teachers and this is agreed with subject/curriculum leaders.

Candidates, or parents, cannot insist on a subject entry, change of level or withdrawal without incurring the costs for this entry, change of level or withdrawal.

Students who speak English as an additional language should identify themselves during Year 8 so that the Assistant Head(s) in charge of KS3 (and 4) can decide whether they should be entered for this subject.

The centre does accept entries from external candidates who will be subject to the relevant parts of this policy. However, external candidates will only be allowed entries into those examinations already being run by the school.

Late Entries

Entry deadlines are circulated to Subject/Curriculum Directors via email.

Late entries are authorised by Subject/Curriculum Leaders and the Assistant Head in charge of exams.

Retakes

Retake decisions will be made in consultation with the subject teachers, subject leaders, parents and the Assistant Head KS4 and 5.

EXAMINATION FEES

GCSE first time entry examination fees are paid by the centre.

AS first time entry examination fees are paid by the centre.

A2 first time entry examination fees are paid by the centre.

The school will make all decisions regarding when students have met the examination requirement for a syllabus and, therefore, when a student should sit examinations. If a student should wish to sit an examination at a time when the school feels they have not met the examination requirement for a syllabus, then the student is responsible for the costs of this examination.

Late entry or amendment fees are paid by subjects and the subject leader has overall responsibility for all exam entries within their subject.

Late entry or amendment fees for re-takes are paid by students.

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. If the decision of a candidate or subject is not made within the time allowed by the awarding bodies then the costs in late fees will be borne by the candidate or subject.

Reimbursement will be sought from candidates who fail to sit an examination or 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 GCSE and post-16 courses by the relevant Learning Director.

Retake fees are paid by the candidates. (See Retakes Section above.)

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 examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special Needs

A candidate's special needs requirements are determined by the Learning Access Director.

The Learning Access Director will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The Lead Practitioner can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

Access Arrangements

Making special arrangements for candidates to take examinations is the responsibility of the Learning Access Director and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Rooming and any extra staffing for access arrangement candidates will be arranged by the Examinations Officer and the Learning Access Director.

Invigilation and support for access arrangement candidates will be organised by the Learning Access Director with the Examinations Officer.

MANAGING INVIGILATORS AND EXAMINATION DAYS FOR EXTERNAL EXAMINATIONS

Managing Invigilators

External Invigilators will be used for examination supervision. They will be used for all external examinations.

The recruitment of Invigilators and training is the responsibility of the HR Director and Examinations Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new Invigilators is the responsibility of the HR Director and the HR department.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Examinations Officer.

Invigilators' rates of pay are set by the Headteacher, HR Director and School Business Director.

Examination Days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the Invigilators.

Site management is responsible for setting up the allocated rooms.

The Lead Invigilator will start all examinations in accordance with JCQ guidelines.

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 Subject Leaders when all examination processes are complete.

EMERGENCY PROCEDURES IN LINE WITH JCQ GUIDELINES

Candidates, Clash 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 should not bring mobile phones, smart watches or other electronic devices into the examination room.

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/QCA guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case an invigilator must accompany them.

The Attendance Officer 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.

Clash candidates

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

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, 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 Officer will then forward a completed special consideration form to the relevant awarding body.

COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS

Coursework (and any other assessed work that is completed on the school site)

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date. This will ensure all coursework is ready for dispatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Examinations Office by the subject teachers.

Internal Appeals Procedure (Review of marking)

The centre is obliged to publish a separate procedure on this subject, which can be found with the Controlled Assessment/ NEA policy and is available from the examinations office.

The main points are:

- The Centre will inform each candidate with an entry for 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 the assessment;
- The materials may include, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the Centre's marking of the assessment.
- Having received a request for copies of materials, the school will promptly make them available to the candidate.
- The school will provide candidates with sufficient time in order to allow them to review

copies of materials and reach a decision.

- Requests for reviews of marking must be made in writing, completing the internal appeals form and returning it to the Examinations Officer.
- The school will carry out the review, reach a decision, and inform the candidate of the outcome, all before the awarding body's deadline.
- The School will ensure that the review of marking is 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 review.
- The school will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
- The candidate will be informed in writing of the outcome of the review of the Centre's marking.
- The outcome of the review of the Centre's marking will be made known to the Head of Centre. A written record will be kept and made available to the awarding body.

Moderation by the awarding body

- After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of the school and is not covered by this procedure.

RESULTS, ENQUIRES ABOUT RESULTS (EARs) AND ACCESS TO SCRIPTS (ATS)

Results

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

Candidates wishing to nominate another person to collect results from the centre must make this request in writing clearly identifying the other person who must bring ID with them.

Arrangements for the school to be open on results days are made by the Headteacher.

The provision of staff on results days is the responsibility of the Headteacher.

EARs

EARs may be requested by Subject Leaders or candidates if there are reasonable grounds for believing there has been an error in marking. Candidates should complete an EAR request and submit it to the Examinations Officer, with payment, by the relevant deadline.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out.

ATS

After the release of results, candidates may request the return of papers in-line with awarding body deadline. Candidates should complete an ATS request and submit it to the Examinations Officer, with payment, by the relevant deadline.

Centre staff may also request scripts for investigation or for teaching purposes, however the consent of candidates must be obtained. To request the return of a script Subject Leaders should complete a Centre ATS form and return it to the Examinations Officer by the relevant deadline. Fees will be charged to the subject

ROLES AND RESPONSIBILITIES

Headteacher

- Overall responsibility for the school as an examination centre.
- The Headteacher is responsible for reporting all suspicions or actual incidents of malpractice. [Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.]

Examinations Officer

- Manages the administration of public and internal examinations.
- Sets up and maintains the Examinations area of Facility to enable entries and results information to be communicated with Examination Boards.
- Advises the leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
- Oversees the production and distribution to staff, Aquinas Advisor Council members 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.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Submits candidates' coursework marks and packs and dispatches coursework to the moderator via Post Office Signed for service.
- Tracks and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Co-ordinates data on estimated entries and informs the Examination Boards.
- Organises the recruitment, training, deployment and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- Produces and distributes individual examination timetables to students.
- Identifies and manages examination timetable clashes.
- Books venues for examinations.
- Liaises with the site team to ensure correct layout of Examination venues.
- Is responsible in ensuring that examinations are conducted according to JCQ Instructions for Conducting Examinations and for the organization and running of examinations in conjunction with the Invigilation team.
- Receives, checks and stores securely all examination papers and completed scripts.
- Administers access arrangements and makes applications for special consideration through liaison with the Learning Access Director and Learning Directors using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Accounts for income and expenditures relating to all examination costs/charges.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Keeps up to date with any significant local and national strategy changes through relevant training.

Deputy Head Teaching and Learning

- Overall responsibility for a curriculum that ensures fair access to recognised examinations and qualifications, which are appropriate to the learner and enable progression.
- Organisation of teaching and learning.

Assistant Headteacher (exams)

- Quality assure all exam procedures
- Write, develop and monitor the school policies for examinations, coursework and controlled assessments
- Line manage and appraise the examinations officer and the team of invigilators
- Support subject leaders and learning directors with all exam entries, submission of coursework and controlled assessments and any moderation visits
- Lead on any parental, Aquinas Advisory Council or exam board queries
- CPD for subject leaders and learning directors
- Arrange examination results days
- BTEC quality nominee

Subject Leaders

- Choice of appropriate Examination course.
- Match teaching and planning to specifications.
- Ensure complete and correct coverage.
- Clear knowledge of assessment criteria including new qualifications and assessment methodologies.
- Quality assurance within department.
- Provision of appropriate coursework or any other assessed work within school.
- Coursework (or any other assessed work in school) conducted in line with JCQ guidelines.
- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- To fulfill examination board requirements as regards moderation.
- Involvement in post-results procedures with a particular emphasis on advice and guidance.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Responsibility for achieving professional approval to conduct internal assessment.
- Checking all student entries are correct and communicate details to students (ref. levels) and Examinations Officer (ref. checking).
- Although Subject Leaders are not required to attend examinations, there may be occasions where advice or assistance is required in their set up (e.g. where specialist equipment is to be used). They must also arrange or give exam briefings before each exam.

Learning Directors

- Work with Examinations Officer and Assistant Headteacher to monitor student progress.
- Ensure students understand expectations.
- Ensure students have all appropriate information.
- Communicate with parents and staff in relation to procedures and post examination reporting.

Year Co-ordinators

- Assist the Examinations Officer and Invigilators with the safe and orderly mustering of students and their entry into the examinations hall.

Teachers

- Submission of candidate names to Subject Leaders.
- Day to day teaching in line with schemes of work.
- Coursework conducted and marking for own groups.
- Participation in moderation exercise.
- Provide estimated grades for subject leader.

Learning Access Director

Identification and testing of candidates' requirements for access arrangements.

- Notification of access arrangements required (as soon as possible after the start of the course) to Examinations Officer.
- Administration of 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.

Lead Invigilator/Invigilators

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Distribution of examination papers and equipment at the start of the examination.
- Responsible for the correct timing of examinations.
- Responsible for running an examination room in conjunction with the Examinations Officer.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Adhere to school training document and JCQ guidelines.

Candidates

- Confirmation and signing of entries.
- Provision of relevant writing materials and other equipment to the examination.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Read, understand and adhere to the JCQ "*Notice to Candidates*" regarding examination conduct.

Administrative staff

- Support for Examinations Officer - input of data.
- Posting of examination papers.
- Support in disseminating results and certification.
- Home contact regarding absence.
- Preparation of internal examination papers.

HR Director

- Securing the necessary DBS clearance for new invigilators.