

# Park High School



## Examinations Policy 2018-19

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
<b>Date of next review</b>	

## Amendments from Examinations Policy 2017-18

### Entries, entry details and late entries

The centre does not enter former or current students for examinations on courses which are not part of the centre's curriculum. **This paragraph has been added**

BTEC resits are allowed. The first one will be paid for by the School. Any entries thereafter will be paid by the candidate. **This paragraph has been added.**

### Certificates

The centre retains certificates for one year. **The words: 'for one year' have been deleted.**

The purpose of this examinations policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

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

The examinations policy will be reviewed annually.

The examinations policy will be reviewed by the Senior Leadership Team.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## ***Examination responsibilities***

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

- has overall responsibility for the school/college as an examinations centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### **Examinations Officer<sup>1</sup>:**

- manages the administration of internal examinations and external examinations.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examination timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution to all centre staff 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.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their examinations.
- receives, checks and stores securely all examination papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

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<sup>1</sup> This is the individual to whom the Head of Centre has delegated responsibility for the administration of examinations in their centre.

- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- identifies and manages examination timetable clashes.
- accounts for income and expenditures relating to all examination costs/charges.
- line manages the senior examination invigilator in organising the recruitment, training, and monitoring of a team of examination invigilators responsible for the conduct of examinations.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

**Heads of department** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

**Heads of Year/SLT** are responsible for:

- the verification of the identity of all candidates before each examination begins.

**Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or Examinations Officer.

**The special educational needs & Disabilities coordinator (SENDCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- working with the Examinations Officer to provide the access arrangements required by candidates in examination rooms.

**Lead invigilator/invigilators** are responsible for:

- assisting the Examinations Officer in the efficient running of examinations according to JCQ regulations.
- collection of examination papers and other material from the examinations office before the start of the examination.
- collection of all examination papers in the correct order at the end of the examination and ensuring their return to the examinations office.

**Candidates** are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all examinations according to the JCQ regulations.

## ***Qualifications offered***

The qualifications offered at this centre are decided by the Heads of department and the Senior Leadership Team.

The types of qualifications offered are GCE, GCSE, BTEC, and Entry Level.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the examinations office must be informed by the last week of term in the academic year preceding when the change is implemented.

Informing the examinations office of changes to a specification is the responsibility of the Heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates/parents/carers, SENDCo, Subject teachers, Deputy Head, Head of Year and Heads of Department.

## ***Examination series***

Internal examinations (mock or practice examinations) and assessments are scheduled in November (GCSEs Year 11), December (GCEs), April (GCSEs Year 10).

External examinations and assessments are scheduled in November and May/June.

Internal examinations are held under external examination conditions.

The Head of Centre, Head of sixth form and Heads of department *decides* which examination series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed by the Examinations Officer.

## ***Examination timetables***

Once confirmed, the Examinations Officer will circulate the examination timetables for internal and external examinations at a specified date before each series begins.

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

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

*The centre does not accept entries from private candidates.*

*The centre does not act as an examinations centre for other organisations.*

The centre does not enter former or current students for examinations on courses which are not part of the centre's curriculum.

Entry deadlines are circulated to heads of department/curriculum via email, briefing meetings and internal post/pigeon hole.

Heads of department/curriculum will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of Heads of department.

GCSE re-sits/retakes are not allowed.

BTEC resits are allowed. The first one will be paid for by the School. Any entries thereafter will be paid by the candidate.

A2 re-sits/retakes are allowed.

Re-sit decisions will be made by in consultation with Candidates, Subject teachers, Head of Sixth Form and Heads of department.

## ***Examination fees***

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.

The Examinations Officer will publish the deadline for action well in advance for each examination series.

*GCSE entry examination fees are paid by the centre.*

*A2 entry examination fees are paid by the centre.*

Late entry or amendment fees are paid by the department and/or candidates.

Fee reimbursements are sought from candidates:

- If they fail to sit an examination.
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidates.

## ***Equality Legislation***

All examination centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

## ***Access arrangements***

The SENDCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examinations.

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

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo.

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

Rooming for access arrangement candidates will be arranged by the SENDCo with the Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer.

## ***Contingency planning***

Contingency planning for examination administration is the responsibility of the Senior Leadership Team with the Examinations Officer.

Contingency plans are available via email and briefing meetings *and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.*

## ***Managing invigilators***

External staff will be used to invigilate examinations.

These invigilators will be used for internal examinations and external examinations.

Recruitment of invigilators is the responsibility of the Centre administration.

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

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

Invigilators rates of pay are set by the Centre administration.

Invigilators are recruited by the Centre administration, and timetabled, trained, and briefed by the examinations office.

### ***Malpractice***

The Head of Centre in consultation with the Senior Leadership Team and examinations office is responsible for investigating suspected malpractice.

### ***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 to the invigilator.

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The lead invigilator will start and finish all examinations in accordance with JCQ guidelines.

Subject staff may not be present at the start of the examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines.

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 in accordance with JCQ's recommendations.

After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the lead invigilator and reception.



## ***Candidates***

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the Head of Year.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an examination room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examinations Officer or lead invigilator.

Note: candidates who leave an examination room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates on examination day.

## ***Clash candidates***

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

## ***Special consideration***

Should a candidate be unable to attend an examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre's Examinations Officer or examination invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the examination.

The Examinations Officer will make a special consideration application to the relevant awarding body within 5 days of the examination.

## ***Internal assessment***

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

Marks for all internally assessed work are provided to the examinations office by the Heads of Department. The Examinations Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

## ***Results***

Candidates will receive individual result slips on results days,

- in person at the centre
- by email to their school email account if they are able to provide the Examinations Officer with proof that they will be out of the country on the day the results are issued.

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Senior Leadership Team.

The provision of the necessary staff on results days is the responsibility of the Senior Leadership Team.

## ***Enquiries about Results (EAR)***

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by Head of Centre, Examinations Officer, teaching staff and the candidate.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Examinations Officer, following the JCQ guidance.

## **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written examination papers within 15 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-marks cannot be applied for once an original script has been returned.

The cost of ATS will be paid by the candidate or department.

Processing of requests for ATS will be the responsibility of the Examinations Officer.

## **Certificates**

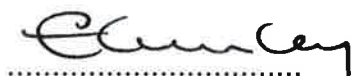
Candidates will receive their certificates

- in person at the centre

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

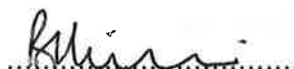
The centre retains certificates.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.



Emlyn Lumley

Head of Centre



Beena Hirani

Data and Assessment Manager

Date

26.11.18

**This policy should be read in conjunction with the following policies and protocols:**

BTEC Appeals Protocols 2018-19

BTEC Internal Verification Policy 2018-19

BTEC Policy 2018-19

BTEC Registration & Certification Policy 2018-19

Complaints and Appeals Policy 2018-19

Data Protection Policy 2018-19

Disability Policy (Specific to examinations) 2018-19

Examination Access Arrangements (EAA) Policy 2018-19

Examination Contingency Plan 2018-19

Examination Archiving Policy 2018-19

Examination Fire Evacuation Procedure 2018-19

GCSE Controlled Assessment Policy 2018-19

GCSE Controlled Assessment Policy 2018-19

Internal Appeals Procedure 2018-19

Internal Assessment Decision Policy 2018-19

Lockdown Policy (examinations) 2018-19

Non-Examination Assessment Policy 2018-19

Process to Check the Qualification of Centre's Specialist Assessor and that the Assessment Process is Administered Correctly 2018-19

Safeguarding and Child Protection Policy 2018-19

Special Consideration Policy 2018-19

Special Educational Needs and Disability (SEND) Policy 2018-19

Word Processor Policy (examinations) 2018-19