

# **Furze Platt Senior School Exams Policy**

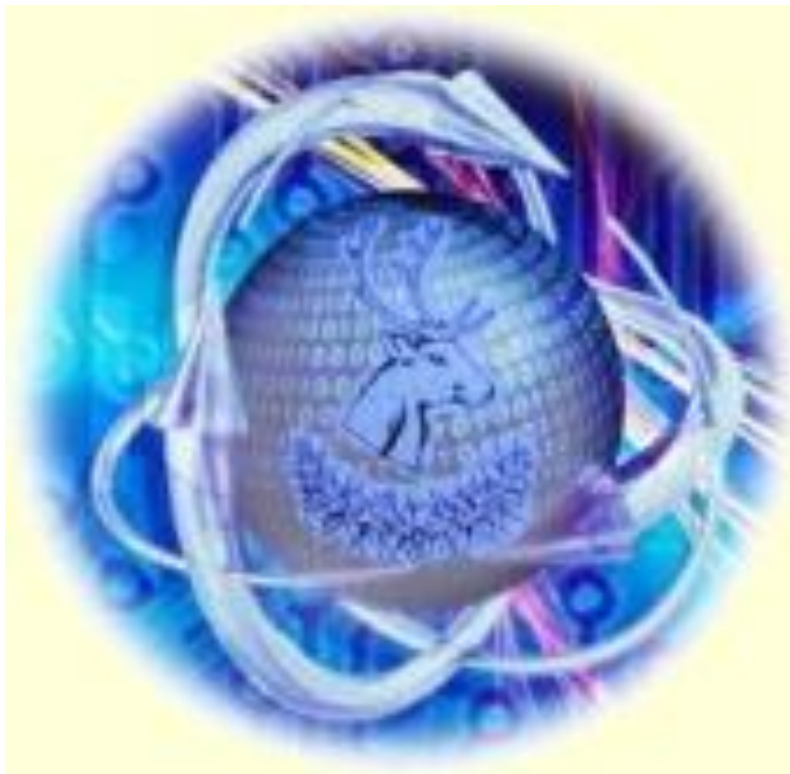
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## The 11-19 Exams Policy

### The policy purpose

The purpose of this Exams 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 and candidates.

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 annually.

The Exam Policy will be reviewed by the Exams Officer and Deputy Headteacher with responsibility for exams.

### Exam responsibilities

Exams Officer

Manages the administration of public and internal exams:

- 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 / 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.
- administers access arrangements and makes applications for special consideration using the JCQ publication '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 invigilation team, organising the recruitment, training and monitoring a team of exams invigilators responsible for the conduct of exams.

- submits candidates' coursework / controlled assessment 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.
- notifies all staff of a candidate's entitlement to Exam Access Arrangements once confirmed by the Exam Boards.
- ensures that all special considerations for candidates are forwarded to the appropriate Exams Boards with all supporting evidence.

Heads of Department are responsible for:

- deciding with the Senior Leadership Team which syllabus will be taught and informing the Exams Office of any changes.
- ensuring that all exam codes are correct.
- liaising with the teachers in their department to make sure that all candidates are entered for the correct exams.
- making sure that all the entries are received by the Exams Office in time, and authorising any late entries if needed.
- submitting all estimated grades and coursework/controlled assessment grades to the Exams Office.
- ensuring that all coursework/controlled assessments are marked and dispatched on time.
- deciding on individual resit requests at GCSE in conjunction with the Deputy Head (exams).

Teachers are responsible for:

- notifying SENCo of any concerns regarding individual students who may need access arrangements requirements (as soon as possible after the start of the course).
- submission of candidates' names to Heads of Department.

The SEN Coordinator (SENCo) is responsible for:

- identification and testing of candidates and 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.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework/ controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.
- informing the centre of any circumstances which may require special consideration to be applied for.

## Qualifications

### Qualifications offered

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

The qualifications offered are GCE, GCSE, Functional skills, Diploma, BTEC, OCR Nationals, Key Skills and ALAN tests.

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 specification from the previous year, the exams office must be informed by the end of September.

Informing the exams 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 Deputy Head with responsibility for examinations.

## Exam series and timetables

### Exam seasons

Internal Year 11 mock exams and assessments are scheduled in December, which are held under external exam conditions.

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

The Deputy Head (exams) decides which exam series are used in the centre.

On-demand tests can be scheduled only in windows agreed between the Exams Officer and the Senior Leadership Team.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for internal exams and external exams.

## Estimated grades

### Estimated grades

Heads of Department are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

## Entries, entry details and late entries including retakes

### Entries, entry details and late entries

Candidates are selected for their exam entries by the Head of Sixth Form and Heads of Department.

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

The centre accepts entries from external candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Heads of Department via email and internal post/pigeon hole.

Late entries for retakes are authorised by Heads of Department and Exam Officer.

GCSE retakes will be permitted under exceptional circumstances. Decisions regarding individual retakes will be taken by the Deputy Head (exams) after consultation with the Head of Department. Parents/students may request a retake.

There is no restriction on the number of AS module retakes. These are paid for by the candidates. AS retakes are allowed.

There is no restriction on the number of A2 retakes. These are paid for by the candidates. A2 retakes are allowed.

A2 / AS retake decisions will be made in consultation with candidates, subject teachers and Heads of Department.

## Exam fees

### Exam 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. Departments may be charged for late withdrawals which incur a cost to the school.

GCSE entry exam fees are paid by the Centre the first time.

AS entry exam fees are paid by the Centre the first time.

A2 entry exam fees are paid by the Centre the first time.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are sought from candidates under the following circumstances.

- who decide to sit an exam after the late entry deadline
- who decide to withdraw after the withdrawal deadline
- fail to sit an exam
- do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidates for AS/A2 exams.

## **Disability Discrimination Act**

### **Disability Discrimination Act**

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

To find out more about the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the Exams Centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre and Exams Officer.

### **Access arrangements**

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an 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.

The access arrangements for the students are therefore determined by the SENCo who will inform the Exams Officer. The SENCo is responsible for storing all relevant evidence.

Where a candidate suffers a temporary injury or impairment, the Exams Officer will investigate whether access arrangements are appropriate.

Making access arrangements for candidates to take exams is the responsibility of Exams Officer.

Submitting completed access arrangement applications to the

awarding bodies is the responsibility of the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

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

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the Deputy Head (exams).

## **Private candidates**

Managing private candidates is the responsibility of the Exams Officer.

## **Managing invigilators**

The school's invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Exams Office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

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

Invigilators are timetabled and briefed by the Exams Office.

Invigilators' rates of pay are set by the centre administration.

## **Malpractice**

The Exams Office is responsible for investigating suspected malpractice and reporting to the Head of Centre.

## **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.

The Site Manager is responsible for setting up the allocated rooms.

The Exams Officer or nominated invigilator will start all exams in accordance with JCQ guidelines.

In practical exams subject teachers may be on hand in case of any technical difficulties otherwise teaching staff may not be present in any exam room.

Papers will be distributed to Heads of Department 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

### **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 at the discretion of the exams officer or senior invigilator.

Note: 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 Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

### **Clash candidates**

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

### **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 by providing 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.

## Internal assessments and appeals

### **Internal assessment replaces the largely discontinued term coursework**

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

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Heads of Department.

Appeals against internal assessments must be made by the 15<sup>th</sup> September of each year.

### **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy. (See Appendix 1).

## Results

### **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 Exams Officer.

The provision of staff on results days is the responsibility of the Exams Officer.

### **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.

Where papers are remarked, results can go down as well as up.

## **ATS**

After the release of results, candidates may ask subject staff to request the return of papers by 15<sup>th</sup> September each year.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained and the appropriate form signed. This will be charged to the department.

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

### **Certificates**

## **Certificates**

Certificates will be issued in school to candidates who have remained on the school roll. Certificates for those who do not return to school will be posted (first class).

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

Certificates are withheld from candidates who owe fees.

The centre retains certificates for one year.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

### **Emergency Procedure**

In the unlikely event of a fire alarm, bomb alert or other serious emergency during an exam, the following will apply.

- There are two types of warning bells in the school. The first is a continuous bell which is the fire alarm bell and the exam invigilators will be notified if the candidates need to evacuate. The second is five short bells followed by a gap and then five more. This means that you should stay in the room and the exam invigilators will receive further instructions.
- Once it has been established that evacuation of the building is required, the candidates will be asked to stop writing and turn their paper over. The invigilators will make a note of the time.
- The candidates must leave their question and answer papers along with any equipment on their desks. All personal possessions are to remain in the room.

- The candidates will be reminded that they can be disqualified if they communicate with each other or any other person at **ANY** time whilst outside of the examinations room or in the process of returning to the examinations room.
- The candidates will be asked to leave the room quickly and quietly in single file and in their seating order.
- The invigilators/staff will accompany the candidates at all times
- They will be accompanied to the field behind the Sports Hall away from other students.
- A note will be made of how much time the candidates are out of the exam room.
- An attendance register using the seating plan will be taken and the invigilator will ensure that the candidates are lined up in that order.
- During the period of evacuation an invigilator will stay local to the examination room to ensure security of papers, if it is safe to do so.
- When instructions are given, the candidates undertaking exams will be dismissed from the allocated area first and should return to the examination room in silence
- The attendance register will be retaken to ensure all the candidates have returned to the exams room.
- The exam will recommence allowing the candidates to have the correct remaining amount of time to finish the examination.
- A report will be completed by the Exams Officer detailing the incident.

Head of centre

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Date

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The policy is next due for review on September 2012.