



Examination Policy

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1. The Examination Policy

The purpose of this examination policy is:

- to ensure the planning and management of 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.

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

The examination policy will be reviewed annually.

The examination policy will be reviewed by the Senior Leadership Team and Examinations Officer.

2. Examination Responsibilities

Head of centre

Overall responsibility for the school as an examination centre:

- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice. (Refer to JCQ document Suspected malpractice in examinations and assessments)

Examinations Officer:

Manages the administration of public and internal examinations:

- advises the Senior Leadership Team, DoLs, LMs, PDMs, subject teachers and form tutors and other relevant support staff on annual examination 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 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 (supported by SLT, PDMs and DoLs)

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- consults with DoLs, LMs and teaching staff to ensure that necessary coursework, including controlled assessments, Non examined assessments (NEA's), is completed ontime and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all examination papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations.
- identifies and manages examination timetable clashes
- accounts for expenditures relating to all examination costs/charges
- organises the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations
- submits candidates' coursework or controlled assessment marks, tracks, despatches and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with SLT, any re-mark requests
- maintains systems and processes to support the timely entry of candidates for their examinations

DoLs and LMs:

- Guidance and pastoral oversight of candidates who are unsure about examination entries
- Preparation of candidates for examinations, portfolios, coursework and controlled assessments; organisation of teaching and learning, appropriate assessment systems in place to monitor progress and intervene as necessary, effective communication with students regarding target grades, expected grades, appropriate levels of entry and re-sits.
- Support for candidates in meeting deadlines, both internal and external, set for coursework or portfolio work
- Involvement in post-results procedures; analysis and interpretation of results and consideration of re-marks or re-sits to benefit candidates.

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- Accurate completion of coursework, NEA's and controlled assessment mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines set by the Examinations Officer

Director of Student Services and SENCO:

- Identification and testing of candidates, requirements for access arrangements
- 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.

Invigilators:

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Be familiar with the JCQ Instructions for Conducting Examinations booklet, Notice to Candidates poster, Warning to Candidates poster and any special instructions relating to the subjects being examined.
- Give all their attention to conducting the Examinations properly and be able to observe each candidate in the room at all times
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office

Candidates:

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

Administrative staff:

- Support for the input of data
- Posting of examination papers

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3. Qualifications

- The qualifications offered at this centre are decided by the Senior Leadership Team.
- The qualifications offered are GCSE, NVQ, BTEC, GCE at AS and A2 level, AVCE.
- 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 examinations office must be informed.
- Informing the examinations office of changes to a syllabus is the responsibility of the DoL or LM.
- Decisions on whether a candidate should be entered for a particular subject will be taken by SLT in consultation with the candidates, parents/carers, Director of Student Services, subject teachers and DoL or LM.
- All students will have the entitlement to be entered for qualifications from an external awarding body within the context of personalisation:
- Students completing KS4 should have had access to the equivalent of a minimum of 8 GCSE entries at level 2 including English and Mathematics
- Students completing KS5 will have had access to courses at Levels 2 and 3

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4. Examination Seasons and timetables

- Internal examinations are scheduled in November and May and are held under external examination conditions.
- External examinations are scheduled in November, January, May and June.
- Controlled assessments are scheduled following consultation between DoLs and LMs and the SLT member responsible for the School Calendar
- The examination series used in the centre are decided by SLT.
- Once confirmed, the Examinations Officer will circulate the examination timetable for Internal and External examinations.

5. Entries, Entry Details and Late Entries

Candidates are selected for their examination entries by DoLs, LMs and Subject teachers.

- Candidates or parents/carers can request a subject entry, change of level or withdrawal. Requests must be referred to SLT who will make the final decision following discussion with DoLs or LMs.
- The Centre accepts private entries from former students only. Managing private candidates is the responsibility of the Examinations Officer. Requests for entries from external candidates should be referred to SLT.

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- Entry deadlines are communicated to DoLs and LMs via email, the Friday Bulletin, or internal post/pigeon hole.
- Late entries are authorised by DoLs or LMs.
- At KS4, re-sits (examinations, coursework or portfolio entries or controlled assessments) are encouraged, by invitation, for students who are likely to improve on their performance grade. Re-sit decisions will be made by SLT in consultation with candidates, LMs and DoLs, teachers, parents/carers and support staff as appropriate.
- At KS5 re-sit decisions will be made following discussions between students, teachers, LMs and DoLs. They will be encouraged to re-sit if they are likely to improve on their previous performance. Students who under-perform significantly will be expected to present a strong case to DoLs, LMs, PDM and SLT in support of a request to re-sit.

6. Examination Fees

- GCSE, BTEC, GCE and AVCE initial registration and examination entry fees are paid by the centre.
- 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.
- Re-sits for invited candidates in KS4 will generally be paid for by the centre if they have been endorsed (see section 5)
- Candidates wishing to re-sit GCE modules or examinations will be charged the entry fee. Discretionary reimbursement may be made to candidates in exceptional circumstances.
- Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary coursework requirements unless medical evidence or evidence of other mitigating circumstances is produced.
- Enquires about results are the responsibility of the DoLs or LMs.
- Candidates who wish to make additional enquires about a result will be expected to pay the charge incurred.
- Private entry candidates will be required to pay all costs associated with their examination entry

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7. Disability Discrimination Act

- ▣ The Disability Discrimination Act 2005, and the Disability Equality Duty (DED), introduced in 2006, extends the application of DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special considerations regulations and guidance are consistent with the law.

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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 examination, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

8. Access Arrangements

- Making access arrangements for candidates to take examinations is the responsibility of both the SENCO and Examinations Officer.
- 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 SENCO with the Examinations Officer.
- Invigilation and support for access arrangement candidates will be organised by SENCO with the Examinations Officer.

9. Estimated Grades

- DoLs and LMs are responsible for submitting estimated grades to the Examinations Officer upon request

10. Managing Invigilators

- External invigilators are used for examination supervision, for both internal examinations and external examinations.
- Recruitment of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Examinations Officer.
- CRB 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 Governors in conjunction with SLT, paying due regard to guidance issued by Sefton LA.

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11. 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 invigilator.
- Site management is responsible for setting up the allocated rooms with due regard to other school activities.
- The appointed invigilator will start all examinations in accordance with JCQ guidelines.
- Subject staff should be present at the start of the examination to assist with identification of candidates and to read out any subject-specific instructions or provide candidates with pre-examination instructions and guidance.
- Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Unused question papers will be distributed to DoLs and LMs at the end of the examination session.
- In practical examinations subject teachers may be on hand in case of any technical difficulties.

12. Candidates, clash candidates and special consideration

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 examination time. Candidates may only leave the examination room for a genuine purpose and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times.
- Candidates who do not arrive for the start of an examination will be contacted in the first instance by a designated member of staff following identification by PDM.
- Candidates who cannot be relied upon to turn up on time for an examination will have backup arrangements in place. These will be determined by Director of Student Services, PDM, SENCO and KS Director as appropriate.

Clash candidates

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- ▣ The Examinations Officer is responsible for identifying escorts, a secure venue and arranging overnight supervision if required.

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Special Consideration

- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre, the Examinations Officer, 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 by a letter from the candidate's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

13. Malpractice

- ☐ • The Senior Leadership Team is responsible for investigating suspected malpractice.

14. Internal Assessment

Coursework and Controlled Assessments

- Candidates who have to prepare coursework or portfolios should do so by the end of course or centre-defined date.
- Controlled assessments should be booked into the School Calendar before the start of an academic year, following discussions between SLT and DoL or LM.
- DoLs or LMs will ensure that all internal assessment material is ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each despatch, including the recipient details and the date sent.
- Marks for all internally assessed work and estimated grades are provided to the Examinations Officer by the DoLs and LMs.

15. Results, enquiries about results (EAR) and access to scripts (ATS)

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 self-addressed envelope).

- Arrangements for the centre to be open on results days are made by the Senior Leadership Team.
- The provision of staff on results days is the responsibility of the SLT. EAR (Enquiries About Results)

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- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- When the centre does not support the EAR, a candidate may request an enquiry. If this is against the advice of the DoL or LM, they will be charged. ATS (Access to Scripts)
- After release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- If a result is queried, the Examinations Officer, SLT and teaching staff will investigate the feasibility of requesting a re-mark at the centre's expense.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the candidate's consent must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

16. Certificates

- Certificates are presented in person.
- The Centre retains uncollected certificates which can be signed for and collected at anytime by the student.
- To comply with Data Protection, certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.
- The centre retains the certificates for one year after which they are posted to candidate's last known address.

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