



Exams Policy

Reviewed Sept 2017

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.
- This examination policy will be reviewed every two years by the Principal, Senior Leadership Team (SLT) and the Examinations Officer.

Examination responsibilities

Head of Centre (Principal)

- Overall responsibility for the school as an examination 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.

Examinations Officer

- Manages the administration of public and internal examinations and assists with analysis of examination results:
- Advises the SLT, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
- Communicates regularly with staff concerning imminent deadlines and events.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable and procedures that will affect them.
- Consults with teaching staff to ensure that necessary coursework/ controlled assessments are completed on time 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.
- Ensures that no unauthorised persons are allowed access to examination paper storeroom without permission from Examinations Officer. Visitors must be supervised at all times whilst examination papers are in centre.
- Administers access arrangements and makes applications for special consideration using the JCQ 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 income and expenditures relating to all examination costs/ charges.
- Organises the recruitment, training and monitoring of examination invigilators responsible for the conduct of examinations.
- Submits candidates' coursework/ controlled assessment marks, tracks despatch and deals with returned coursework/ controlled assessments and any other material required by the appropriate awarding bodies correctly and on schedule.
- Oversees the investigation of all the cases of malpractice and reports to the Head of Centre.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/ re-mark requests.
- **Vice Principal**
- Organises teaching and learning.
- Deputises for principal in her absence.

Teachers

- Provide guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Accurately inform examinations officer candidates entries for the correct exam specifications in adherence to deadlines as set by the Examinations Officer.
- Accurately complete all coursework/ controlled assessment mark sheets and declaration sheets.
- Accurately complete all forecast grades mark sheets.
- Decide about post-results procedures.
- Provide data for estimated entries.
- Report all cases of malpractice or suspected malpractice to Examinations Officer.
- Notify of access arrangements (as soon as possible after the start of the course).
- Report suspected malpractice to Examinations Officer.
- **SENCO**
- Identifies and tests candidates' requirements for access arrangements.
- Administers applications for access arrangements using the JCQ Access arrangements and special considerations regulations and Guidance.
- Provides 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

- Collect examination materials at the direction of the Examinations Officer.
- Help to prepare examination room.
- Inform the Examinations Officer of any candidates arriving late or of any irregularities during the examination.
- Ensure that all registers are taken before the end of the examination.
- Maintain the conduct of the examination room in accordance with JCQ guidelines.
- Collect all examination papers in the correct order at the end of the examination and return them to the examinations office.
- Collect other examination materials at the direction of the Examinations Officer.

Candidates

- Check, and confirm the Statement of entries.
- Understand coursework/ controlled assessment regulations and sign a declaration that authenticates the coursework/ controlled assessment as their own.
- Only enter their own work.
- Understand that their Unique Learner Number will be shared with other educational institutions and potential employers unless the school has been notified in writing not to do so.
- Adhere to deadlines for coursework submission as set by the centre.
- Are punctual for the start of all examinations.
- Are prepared for exams.
- Follow JCQ and centre regulations with regards to examination behaviour.
- Are committed to assessment and where there are access arrangements accept any examination arrangements recommended.

Receptionist

- Posts or facilitates collection of all coursework/ controlled assessments and examination papers.
- Informs the Examinations Officer immediately when examination papers are delivered and ensures that examination papers are not left unattended at any time.

2. The statutory tests and qualifications offered

- The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the Senior Leadership Team in consultation with class teachers.
- The statutory tests and qualifications offered are Entry level qualifications, GCSEs, Level 1 and Level 2 BTECs, Occupational Studies, Essential Skills and Vocational Skills. The subjects offered for these qualifications in any academic year may be found on the centre's website.
- If there has been a change of syllabus from the previous year, the examinations office must be informed by 1st of July.

At Key Stage 4

- All candidates will be entitled, and enabled, to achieve an entry for a qualification from an external awarding body according to ability.

3. Examination seasons and timetables

3.1 Examination seasons

- Internal examinations and controlled assessments are scheduled in October, December, February, March and June but this is subject to change.
- All internal examinations are held under external examination conditions.
- External examinations are scheduled in November, January, March and May/June.
- Which examination series are used in the centre is decided by the subject teacher in consultation with the Senior Leadership Team.

3.2 Timetables

- The Examinations Officer will circulate the examination timetables for both external and internal examinations once these are confirmed.

4. Entries, entry details, late entries and resits

- 4.1 Entries
- Candidates are selected for their examination entries by the Class teacher. Key Stage 4 candidates or parents/ guardians cannot request a subject entry, change of level or withdrawal without consultation with the class teacher/principal.
- The Centre does not accept external entries.

4.2 Late entries

- Entry deadlines are circulated to Teachers via e-mail/ memos and staff briefing. Late entries are authorised by Principal and Examinations Officer.

4.3 Resits

- Resit decisions will be made in consultation with the candidates and subject teachers.

5. Examination fees

- ELC, QCF, GCSE, and BTEC initial registration and entry examination fees are paid by the school. Late entry or amendment fees are paid by the relevant department.
- 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.
- Reimbursement may be sought from candidates who fail to sit an examination or meet the necessary coursework/ controlled assessment requirements without a valid reason. GCSE resit fees are paid by the school.

6. SENDO 2005, special needs and access arrangements

- 6.1 SENDO 2005
- All examination 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 their statement of educational needs and verified by the SENCO. Any access arrangements agreed must be candidate's normal way of working. 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.

6.3 Access arrangements

- Making and applying for special arrangements for candidates to take examinations is the responsibility of the SENCO and the Examinations Officer. Rooming for access arrangement candidates will be arranged by the Examinations Officer with advice from the SENCO. Invigilation and support for access arrangement candidates will be organised by the Examinations Officer with advice from the SENCO.

7. Estimated grades

- Estimated grades
- The Subject Teachers will submit estimated grades to the Examinations Officer when requested, observing the guidelines set by relevant examining boards.

8. Managing invigilators and examination days

- 8.1 Managing invigilators
- External invigilators will be used for all examination supervision. The recruitment of invigilators is the responsibility of the examination officer.
- Securing the necessary Criminal Records Bureau (CRB) clearance for invigilators is the responsibility of the CCEA.
- Invigilators are timetabled and briefed by the examinations office.
- Invigilators' rate of pay is set by CCEA.

8.2 Examination days

- The Examinations Officer will organise all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilators.
- Caretaker is responsible for setting up the allocated rooms in consultation with the Exams Officer.
- The Examinations Officer/ invigilator will start all examinations in accordance with JCQ guidelines.
- The Examinations Officer will be present at the start of the examination to assist with the discipline and identification of candidates but must not advise on which questions are to be attempted.
- The Examinations Officer also be present at the end of the examination.
- 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 Heads of Subject Teachers 24 hours after the examination session.

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 examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them. The

Examinations Officer may attempt to contact any candidate who is not present at the start of an examination were possible and deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

- The Examinations Officer will be responsible as necessary for arranging supervision and escorts for clash candidates and dealing with necessary administration.

9.3 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 three days of the examination, for example a letter from the candidate's doctor. The Examinations Officer will then apply for special consideration within seven days of the examination.

10.1 Coursework/ Controlled Assessments

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date. Subject Teachers will ensure all coursework/ controlled assessments are ready for despatch 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 teacher in adherence to deadlines as set by the Examinations Officer.

10.2 Appeals against internal assessments

- The centre is obliged to publish a separate procedure on this subject, which is available as an Appendix 1 of this document.

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/ controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing to the Head of Centre (or his/her 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 Examinations 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 in person at the centre or by post to their home addresses. Arrangements for the school to be open on results days are made by the SLT. The provision of staff on results days is the responsibility of the Head of Centre
- EARs may be requested by teachers or candidates with consultation with the Principal if there are reasonable grounds for believing there has been an error in marking. 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.

11.3 ATS

- After the release of results, candidates may ask for the return of papers. Original scripts can be requested by GCSE pupils. A Fee will be charged for this service.
- If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense. 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 a script has been returned.

12. Certificates

- Certificates are collected on prize day or for a fee. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. The centre retains certificates for 8 years.

Appendix 1

Appeals against Internal Assessments in External Examinations and Enquiries About Results (EAR)

Internal Assessment Appeals Policy

Cedar Lodge School is committed to ensuring that:

- Whenever their staff assesses the work of candidates for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned.
- Internal assessments are conducted by staff that has the appropriate knowledge, understanding and skills, and who has been trained in this activity.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the awarding body.
- The consistency of internal assessment is secured through internal moderation and standardisation.
- Staff responsible for standardisation have been properly trained.
- The school will comply fully with the Joint Council for Qualifications guidelines.
- If a candidate feels that these procedures have not been carried out in relation to his or her work he or she should first discuss the matter with the Subject Teacher. If the problem cannot be resolved in this way, the candidate may use the formal appeals procedure described below. Appeals may be made only against the procedures that led to the assessment and not against the mark or grade.
- Appeals concerning matters outside the school's control will not be accepted.

The Appeals Procedure

- The candidate, parent or guardian of the candidate must write to the Head of Centre (or his/her nominee). The application must be made as soon as the circumstances become known and always before the date of the first written paper of the examination series.
- The Head of Centre (or his/her nominee) and another experienced member of the teaching staff, not directly involved in the assessment in question, will conduct the appeal.
- The teachers who conduct the appeal will decide whether the procedures used for the internal assessment conformed to the requirements of the school's controlled assessment policy, awarding body and the JCQ instructions.
- The outcome of the appeal will be reported in writing to the candidate, parent or guardian of the candidate, copied to Examinations Officer and recorded for awarding body's inspection before the last written paper of the examination series. Any changes made to the assessment of the work, any changes made to improve the school's application for the procedures, and any correspondence with the awarding body will also be reported.

- The school will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examination or the issue of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.

Notes

- 1. After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation may change the marks awarded internally but is beyond the control of the school.
- 2. Appeals against the marking of externally assessed examination components are dealt with after the publication of results according to procedures published by the awarding bodies.

Enquiries about results

- 1. EARs may be requested by subject teachers or candidates if there are reasonable grounds for believing there has been an error in marking.
- 2. 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.

Appendix 2

SENDO 2005

Cedar Lodge School as a special school is fully accessible to any disabled candidate:

- There is a level means of entry/exit throughout the school.
- All examination rooms are assessable to all candidates.
- There are toilets suitable for disabled people.
- The Emergency evacuation route has a level exit.
- Examinations Officer and invigilators are responsible for providing chairs for queuing disabled candidates.
- Examinations Officer is responsible for a suitable seating arrangement for disabled candidates.
- Caretakers are responsible for providing a suitable table for disabled candidates.

Access Arrangements

Examination Officer, SENCO and Heads of Faculty/ Department will provide evidence to support an application for access arrangements and ensure that appropriate arrangements and facilities are made available which meet the requirements of any candidate with a disability. They include:

- Modified test papers (enlarged print, Braille, transcripts for hearing impaired candidates, etc).
- Up to 25% extra time.
- A reader or scribe.
- Supervised rest breaks.
- Different coloured scripts.
- Use of bilingual dictionary.
- A prompter.
- Use of a computer or other technology.
- Use of an individual room.

Any invigilator who would have to supervise a disabled candidate would be made aware of sensitive issues of learning support needs of the candidate, issues of language and communication with him/her.

Appendix 3

Public Examination Emergency Procedures

In the event of an emergency, the Examinations Officer or a member of the Senior Leadership Team, will return to the examination room as soon as possible and take charge of the procedures, but until they arrive, invigilators will take the following action:

1. Stop the examination and record the time.
2. If possible over the sound of the fire alarm, instruct the candidates to remain in their seats, close their examination papers and to arrange them neatly.
3. Keep the candidates in their seats under examination conditions.
4. Await further instructions from the Examinations Officer or a fire warden regarding evacuation.

It is School's policy not to evacuate the Examination Room immediately unless a fire or smoke is actually visible. In this case, take the following action:

1. Tell the candidates that they **MUST NOT** talk to each other or anyone else outside the examination room and on leaving the room they should push their chair under their desk.
2. Evacuate the examination room in an orderly fashion, one row at a time. One invigilator at the front to lead the candidates, and the rest of the invigilators/ examination officer / Fire warden to stay dotted along the line. The candidates should be kept in the seating order in their rows at least 1.5m apart in a separate part of the playground.
3. Take the examination register list/ seating plan with you, but not the question or answer papers (unless there are fewer than 10 candidates in which case pack all items into poly bag and keep it securely with you at all times).
4. Invigilators should circulate frequently among the candidates and be alert for chatting or other signs of misconduct.
5. On returning to the examination room, call the register again to ensure that all candidates return to the correct seat. Formally restart the examination, calculate the "stoppage" time and adjust the finishing time.