

EXAMINATIONS POLICY

Version 4.0

Review by Bernie Saleh:	July 2015
Adopted by Governing Body:	N/A
Next Full Review Due:	June 2019

Reviewer:	Bernie Saleh
Key Link:	Christos Patsalis

EXAMINATIONS POLICY

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

A. Statement of Principle

The purpose of this exam 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.

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

This exam policy will be reviewed every year.

This exam policy will be reviewed by the Exams Officer.

B. Exam responsibilities

Exams officer

- Manages the administration of public and internal exams and analysis of exam results:
- 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 exam boards
- Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them
- 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 Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- Identifies and manages exam timetable clashes

- Accounts for income and expenditures relating to all exam costs/charges
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' coursework 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.

Assistant Head (Organisation)

- Oversight of exam arrangements, invigilation and room allocations.

Associate Deputy Head

- External validation of courses followed at key stage 4 / post-16.

Heads of Department/Faculty

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- 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 exams officer.

Teachers

- Submission of candidate names to Heads of Department / Faculty.

SENCO

- Identification and testing of candidates' requirements for access arrangements.
- Monitoring and applying 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.

Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Checking papers are correct for that particular exam sitting.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- To assist in the preparation of exam rooms, including covering subject related information and the setting up of word processors.

Candidates

- Confirmation and signing of entries
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- To adhere to JCQ regulations regarding controlled assessments and examination procedures.

C. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the heads of department. The statutory tests and qualifications offered are GCSE, BTEC, Cambridge nationals, AS and A level. 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 exams office must be informed by 30th September.

D. Exam seasons and timetables

Exam seasons

Internal exams are scheduled in December (Year 11) and June (Year 10).

External exams are mostly scheduled in January (Year 10, 11, 12, 13) and June (Year 10, 11, 12, and 13).

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Heads of Department.

Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

E. Entries, entry details, late entries and retakes

Entries

Candidates are selected for their exam entries by the Heads of Department.

A candidate or parent/carer can discuss with the Head of Department a subject entry, change of level or withdrawal.

Requests from parents or guardians to change exam tiers should be made in written form, addressed to the Head of Faculty, at least one week before the exam is due to be sat.

Changes to exam entry or tier must be made no later than one week

The centre accepts external entries from former candidates only at the discretion of the Assistant Head (upper school).

Late entries

Entry deadlines are circulated to Heads of Department via internal post.

Late entries are authorised by Heads of Department.

Retakes

Candidates are allowed to retake GCSE Maths and English during Year 12 and 13 if they attend lessons.

Candidates are allowed to retake AS modules.

Candidates are allowed to retake A2 modules.

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

(See also section F: Exam fees)

F. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the departments or individuals concerned, depending on whether amendments are made less than a week before the exam date.

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 will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

Retake fees for all AS and A2 are paid by the candidates.

(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(See also section 11.2: Enquiries about results [EARs])

G. 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 exam 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 Head of AEN.

The Head of AEN will inform subject teachers of candidates with additional educational needs (AEN) who are embarking on a course leading to an exam, and the date of that exam. The Head of AEN can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access arrangements

Making special arrangements for candidates to access exams is the responsibility of the Head of AEN and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of AEN.

Rooming for access arrangement candidates will be arranged by the exams officer in consultation with the Head of AEN.

Invigilation and support for access arrangement candidates will be organised by the Head of AEN with the Exams Officer.

H. Malpractice

Any case of alleged, suspected or actual incidents of malpractice will be brought to the attention of the exam board immediately and form(s) M1/M2a completed. Investigation and further action will be carried out according to JCQ Policies and Procedures.

I. Estimated grades

Estimated grades

The Heads of Department will submit estimated grades to the exams officer when requested by the exams officer.

J. Managing invigilators and exam days

Managing invigilators

External invigilators will be used for external exam supervision.

The recruitment of invigilators is the responsibility of the exams officer.

Securing the necessary Disclosure and Barring Services checks (DBS) for new invigilators is the responsibility of the centre administration.

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

Invigilators are trained, timetabled and briefed by the exams officer.

Invigilators' rates of pay are set by the Headteacher.

Exam days

The Exams Officer in conjunction with the Assistant Head for Exams will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management and Exams Officer are responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates.

In practical exams subject teachers should be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department /Faculty at the end of the exam session.

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

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

The exam awarding bodies do not grant any special consideration for students who misread their timetable and/or fail to attend at the right time and in the right place.

Candidates who arrive late for their examination will be allowed to sit their paper, however, please be aware that the JCQ regulations state that the awarding bodies may not mark the exam papers if the candidate arrives later than 1 hour after the published start time.

Clash candidates

The exams officer will be responsible as necessary for identifying a secure venue and arranging supervision.

Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example 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.

L. Coursework and appeals against internal assessments

Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Department will ensure all coursework is ready for despatch at the correct time and the School Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams officer by the subject teachers.

M. Controlled Assessment

Controlled assessment is a form of internal assessment where the control levels are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects however, work will be marked by the centre and moderated by the awarding body.

Depending on the level of control defined within the specification, controlled assessments may take place for example:

- in a normal timetabled lesson or other defined session under supervised conditions;
- entirely within the centre under supervision with controlled access to resources; or
- outside the centre and involve research with limited supervision.

ASSESSMENT TASKS

The examinations officer and Heads of Department will need to determine appropriate security arrangements and how these are to be applied within the centre.

Centres must ensure that assessment materials, issued by an awarding body, are kept secure throughout the assessment process.

CANDIDATES WORK FOR ASSESSMENT

Candidates' work for assessment must be stored securely within the centre.

Candidates' centre assessed marks must be submitted to the awarding body by the date required.

TASK SETTING

The centre should ensure that candidates know the assessment criteria which they are expected to meet. Any explanation or interpretation given by teaching staff must be general and not specific to a candidate's work.

TASK TAKING

Supervision

Supervision can be:

- Formal (high level of control); or
- Informal (medium level of control); or
- Limited (low level of control)

as detailed in the specification.

Under formal supervision the candidate must be under direct supervision at all times. The use of resources by the candidate and his/her interaction with others will be directed by the awarding body; in particular access to e-mail, the internet and mobile phones must not be permitted.

Teachers must ensure that any display material in the teaching environment which might provide assistance is removed or covered.

Under informal supervision, the use of resources is not tightly prescribed and group work is normally permitted provided that any assessable outcomes can be attributed to individual candidates. Candidates do not need to be under direct supervision at all times. However, the centre must ensure that:

- all candidates participate in the assessment;
- plagiarism does not take place;

- sources used by a candidate are clearly recorded;
- each candidate's preparation for the final production of the work is his/her own.

Under **limited supervision** the requirements are clearly specified by the awarding body and work may be completed without direct supervision. Research or data collection may take place outside of the classroom.

The JCQ awarding bodies have written a Notice to Candidates which details what candidates must and must not do when completing controlled assessments. This will be issued to all students.

Collaboration

Where permitted by the specification, the work of individual candidates may be informed by working with others, for example in undertaking research, but candidates **must** provide an individual response as part of any task outcome. Where an assignment may be undertaken as part of a group, for example undertaking field research, each candidate **must** write up his/her own account of the assignment. Even if the data the candidates have is the same, the description of how the data was obtained and the conclusions drawn from it **must** be in each candidate's own words. Alternatively, where candidates are required to construct a product, candidates may collaborate in the construction of the product but their evaluative responses must be their own and their individual contribution clearly identified.

Feedback

Any advice to individual candidates over and above that given to the class as a whole should be recorded on documentation provided by the awarding body, e.g. the authentication form.

Authentication Procedures

The statutory regulations require all candidates to confirm that work they submit for assessment is their own. Each candidate is required to sign a declaration before submitting their work to their teacher/assessor for final assessment.

TASK MARKING

Marking of Controlled Assessments

Heads of Subjects must ensure standardise marking to make sure that all candidates at the centre have been marked to the same standard.

CANDIDATE MALPRACTICE

Candidates must not:

- submit work which is not their own;
- lend their own work to others or allow their work to be copied;
- allow others access to, or the use of, their own independently sourced material (this does not mean that candidates may not lend their books to one another, but candidates must not plagiarise others' research);
- use any books, the internet or other sources without acknowledgement or attribution;
- submit work word processed by a third party without acknowledgement.

Teachers must inform candidates of the JCQ regulations concerning malpractice, as detailed in the JCQ booklet Suspected Malpractice in Examinations and Assessments: Policies and Procedures. This document can be found on the JCQ website:

http://www.jcq.org.uk/exams_office/malpractice/.

If irregularities in controlled assessments are discovered **prior** to the candidate signing the declaration of authentication this should be dealt with firstly by the subject teacher with communication with the Head of Subject. Details of any work which is not the candidate's own **must** be recorded on the authentication form supplied by the awarding body or other appropriate place.

If irregularities in controlled assessments are identified by a centre **after** the candidate has signed the declaration of authentication, the head of the assessment centre **must** submit full details of the case to the relevant awarding body at the earliest opportunity. Guidance and Form JCQ/M1 is provided in the JCQ booklet Suspected Malpractice in Examinations and Assessments: Policies and Procedures.

Copies of the booklet and the form can be found on the JCQ website:

http://www.jcq.org.uk/exams_office/malpractice/.

N. Results, enquiries about results (EARs), access to scripts (ATS) and Appeals

Results

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

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

The provision of staff on results days is the responsibility of the senior team.

The centre aggregates at the end of year 13 for AS grades, not at the end of year 12. Unless a student proposes to leave school at the end of Year 12.

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. 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 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.

(See section 5: Exam fees and Appeals procedure 11.4)

ATS

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

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

Procedure for appealing against an Internally Assessed examination component mark.

- Any student, parent or carer who wishes to appeal against a mark given for an internally assessed component of a public examination should follow the procedure below.
- 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 has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- The student, parent or carer should initially contact the Head of Department or Head of Faculty of the subject concerned and outline the nature of their dispute within 5 school days of the student receiving the result.

- The HoD or HoF should investigate the appeal and report back their findings to the person(s) making the enquiry within 5 school days of receiving it.
- If the student, parent or carer wishes to pursue the matter further, they should write to the Deputy Head of Upper School within 5 working days of receiving the initial response outlining their grievance.
- The Deputy Head will then request a written response to the enquiry from the HoD or HoF. If the Deputy Head is satisfied there is no error in the internal assessment, he will notify the parents in writing accordingly, sending details of marks awarded within 10 days of receiving their letter.
- If the student, parent or carer is unhappy with the written response they have received they may make a request to the Deputy Head for a panel hearing. The panel should consist of the Deputy Head, HoD or HoF and a governor or other independent person who has not been involved in the particular case.
- The Deputy Head should organise a panel hearing to take place within 10 school days of receiving the request and give the candidate and parent/carer at least 5 school days' notice of the arrangement.
- At the hearing, the candidate and teacher who marked the work should have the opportunity to hear each other's' submission to the panel.
- If in either (4 or 5) above, it is felt that the original assessment was incorrect, the assessment should be revised and the examination officer informed, who will notify the appropriate examination board.
- A written record of any appeal (including the outcome) should be kept on file, by the Examination Officer at the School and a copy sent to the student, parent or carer.
- All coursework should be kept securely by departments in school for a minimum of 12 weeks after publication of results.
- This document should be included in the School complaints procedure and reference made to it in the Year 11 Handbook and Year 12 Prospectus.

Procedure for appealing against an examination grade.

- Where a candidate or parent/carer wishes to challenge the final grade received in a public examination, they should initially discuss the matter with the teacher concerned or the HoD or HoF within 5 school days of receiving the result.

- If the HoD or HoF believes there has been an error in the result given, they should ask the Examinations Officer to instigate a request for a re-mark of the component concerned within 5 school days of receiving the request. In this instance, the school will bear the costs of the re-mark.
- Where the teacher believes the result received is appropriate, they should advise the student accordingly and suggest a re-mark is not advisable.
- If despite this, the parent/carer wishes to pursue this, they should make a written request to the Examinations Officer within 10 school days of receiving the result, detailing exactly which component(s) they are requesting to be re-marked and enclosing a cheque payable to East Barnet School for the appropriate amount. Only on receipt of these will the request be processed.
- Students will need to sign a declaration indicating that on re-marking they understand that their marks might **increase** or **decrease**.
- Students may also request a copy of their script to be returned. This request must be made in writing, detailing the syllabus and component numbers of the paper(s) to be returned, to the Examinations Officer within 10 working days of receiving the result. They must also enclose a cheque for the appropriate amount.
- In some cases, students receiving their A2 results who are considering a re-mark may need to request copies of their scripts immediately on the day they receive them if the re-mark may affect their Higher Education Plan. In this case, they should discuss the matter with a senior member of staff who will advise them and, if necessary, liaise with the Examinations Officer to instigate the appropriate requests.

O. Certificates

Certificates are collected in person and signed for.

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 six years.

.....
Head of centre

.....
Exams officer

July 2015

.....
Date

The policy is next due for review in July 2019.