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## 1. Purpose

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 in which each member of staff is clear about their role
- to explain how the JCQ guidelines will be applied in the particular circumstances of our school

It is the responsibility of all members of staff involved in the centre's examination processes to read, understand and implement this policy. In all matters related to external examinations the school will comply with the guidelines issued by the Joint Qualifications Council (JCQ). These guidelines can be accessed via the JCQ website. <http://www.jcq.org.uk/exams-office>

## 2. Roles and Responsibilities

**The Headteacher** has overall responsibility for the school as an examination centre and will:

- in consultation with the Deputy Headteacher and relevant heads of department, decide on whether to make a subject appeal and request any large-scale review of marking,
- be responsible for reporting all suspicions or actual incidents of malpractice.

**The Deputy Headteacher** has oversight of the whole examinations process, including timetabling of internal examinations and:

- advises on subject appeals and reviews of marking, in consultation with the heads of department.
- investigates all incidents of reported malpractice.
- advises the Headteacher on reporting all suspicions or actual incidents of malpractice.

**The Examinations Officer** manages the administration of public and internal exams and analysis of exam results and:

- advises the senior leadership team, subject and form tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which students 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 examination 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 examination timetable clashes
- accounts for income and expenditures relating to all examination costs/charges
- line manages and organises the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- submits candidates' coursework/controlled assessment marks, tracks despatch and stores returned coursework/controlled assessment 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 any appeals/review requests
- maintains systems and processes to support the timely entry of candidates for their exams.

#### **Heads of Department**

- provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- support post-results procedures, including advising candidates on reviews of marking.
- ensure accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- complete entry (and other) mark sheets and adhere to deadlines as set by the Examinations Officer.

#### **Teachers**

- notify the examinations officer of access arrangements (as soon as possible after the start of the course)
- Submit candidate names to heads of department / faculty
- Supervise candidates undertaking controlled assessments
- Report any suspected malpractice in coursework/controlled assessments.

#### **SENCO**

- administers access arrangements.
- identifies candidates' requirements for access arrangements.
- provides additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment etc. — to help candidates achieve their course aims.

### Senior Invigilators/Invigilators

- collects exam papers and other material from the exam's office before the start of the exam
- collects all exam papers in the correct order at the end of the exam and their return to the exam's office
- reports any suspected malpractice

### Candidates

- familiarise themselves with coursework regulations and sign a declaration that authenticates the coursework as their own

### Administrative staff

- provide support for the input of data
- log receipt of examination materials
- post examination papers

## 3. Tests, Qualifications and Examinations

The statutory tests and qualifications offered at this centre are decided by the head of centre, deputy headteacher and curriculum leaders. The national statutory tests and qualifications offered are Entry Level Certificates, GCSEs, the Extended Project Qualification and A levels.

The subjects offered for these qualifications in any academic year may be found on the school website. If there has been a change of syllabus from the previous year, the Examinations Office must be informed.

- At Key Stage 4 all candidates will be expected, and enabled, to sit ten GCSE examinations from an external awarding body. This number may be reduced in some exceptional circumstances.
- At Key Stage 5 it is usually expected that A Levels will be completed during Year 13. All candidates will be entered for at least three A Level examination.

In addition to national statutory tests, the school also facilitates the sitting of the 11+ examination in September of each academic year, and university entrance tests (e.g. the BMAT, LNAT) in November. All administration connected to the 11+ examination is dealt with by the London Borough of Redbridge and they should be contacted in connection with any related queries.

#### **4. Exam seasons and timetables**

##### 4.1 Exam seasons

September: 11+ for Year 6 pupils.

November: University admissions tests.

January: GCSE and A Level mock examinations

May-June: GCSE and A Level examination; internal examinations.

Internal examinations in June are not held under external examination conditions.

##### 4.2 Timetables

The Examinations Officer will circulate the exam timetables for external examinations once these are confirmed. A copy will be placed on the school website. The timetable for mock examinations is produced by the Examinations Officer in consultation with the Deputy Headteacher and Heads of Department. Copies will be sent home and placed on the school website. The internal examinations timetable is produced by the Deputy Headteacher in consultation with Heads of Department.

#### **5. Entries, entry details, late entries and retakes**

##### 5.1 Entries

It is expected that all candidates will be entered for an examination for which they have studied unless there are exceptional circumstances, such as ill health or workload issues. Recommendations on tier of entry (in Mathematics, MFL and Science) or Combined or Triple Award in Science, will be made by the Head of Department in consultation with the relevant teacher. Both the candidate and the parent/carer will be informed should it be decided that their daughter will not be entered for the higher tier paper or Triple Award Science. They will then have an opportunity to make representations to the school before a final decision is reached.

In exceptional circumstances the school may decide to withdraw a candidate's entry altogether should it be decided that they have no reasonable prospect of achieving a pass in that subject. Again, both the candidate and the parent/carer will be informed and they will then have an opportunity to make representations to the school before a final decision is reached.

The centre does not usually accept entries from external candidates apart from in home languages, but may facilitate its own students sitting privately examinations in subjects they have studied elsewhere (e.g. home languages) provided they pay the requisite entry fees.

### 5.2 Late entries

Entry deadlines are circulated to heads of department via email. It is expected that all entries will be submitted by the February deadline. Late entries will incur a fee from the examination board and this may be deducted from department budgets should they be a consequence of failure to meet the administrative deadline.

Individual candidates' requests for late entry will be treated on a case-by-case basis and will be considered by the Deputy Headteacher on the recommendation of the head of department.

### 5.3 Retakes

Retakes are strongly discouraged. In exceptional circumstances candidates may be allowed to re-take GCSE examinations in the summer examination session of the following academic year. No re-takes of the Extended Project Qualification will be permitted. Retake decisions will be made in consultation with the candidates, subject teachers and the heads of department. A Level retakes may be requested by the individual candidates. All retakes will be treated as private entries and advance payment of examination fees will be required.

(See also section 6: Exam fees)

### 5.4 Early Entry

No candidates are entered early for GCSE or A Level examination.

## 6. Exam fees

GCSE, AS, Extended Project Qualification and A Level initial registration and entry examination fees are paid by the centre. Fees for late entry, amendment requested by the student or retakes are paid by the student.

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 requirements.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing it. They must also pay any fee relating to return of scripts unless these are requested by the school.

(See also section 12.2: Enquiries about results [EARs])

## **7. The Disability Discrimination Act (DDA), special needs and access arrangements**

### 6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. 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 the SEND Co-ordinator, their doctor and the educational psychologist /specialist teacher. The SEND Co-ordinator 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 SEND Co-ordinator 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

In cases of Special Educational Needs or disability, making special arrangements for candidates to take examinations and submitting completed access arrangement applications to the awarding body are the responsibility of the Examinations Officer. Where it is deemed appropriate rooming, invigilation and support for access arrangement candidates will be arranged by the SEND Co-ordinator with the Examinations Officer.

## **8. Managing invigilators and exam days**

### 8.1 Managing invigilators

External invigilators will be used for external and mock examination supervision. The recruitment of invigilators is the responsibility of the examination's office. Securing the necessary DBS clearance for new invigilators is the responsibility of the examinations officer working in conjunction with the school's office manager. DBS fees for securing such clearance are paid by the centre. Invigilators are timetabled and briefed by the examination's office. Invigilators' rates of pay are set by the centre administration.

### 8.2 Exam 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.



The exams officer/lead invigilator will start all exams in accordance with JCQ guidelines. Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted and must not remain in the room once the examination has started. In practical examinations subject teachers must 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 department/faculty at the end of the examination session.

In the event of a fire alarm during an examination, invigilators must escort the candidates out of the Hall in silence in candidate number order, using the Crush Hall and Green Room doors. Candidates must then be lined up on the front lawn in number order and well-spaced out. Communication between candidates is forbidden and may result in disqualification. Once the all-clear has been given the same process must be repeated in reverse and the examination(s) will resume. The time lost will then be added and the examination board(s) informed.

## **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. They are strongly discouraged from bringing unnecessary personal belongings to school on examination days.

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 examination room, in which case a member of staff must accompany them.

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

### **9.2 Clash candidates**

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

### **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 five days of the examination - for example 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.

## **10. Coursework/Controlled Assessments and appeals against internal assessments**

### 10.1 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 work is 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 exam's office by the subject teachers and the heads of department.

### 10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the examination's office and the school website.

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 or controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other 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 in years 11-13 will receive individual results slips on results days in person at the centre.

Results slips for other year groups will be issued by post. Arrangements for the school to be open on results days are made by the head of centre. The provision of staff on results days is the responsibility of the head of centre.

### 11.2 Enquiries About Results (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. (See section 6: Exam fees)

### 11.3 Access to Scripts

After the release of results, candidates may request the return of papers. If a result is queried, the Examinations Officer, teaching staff and head of centre will investigate the feasibility of asking for a review. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Reviews cannot be applied for once an original script has been returned.

## 12. Certificates

Certificates are presented in person and collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Certificates may be withheld from candidates who owe fees. The centre retains certificates for one year, after which they may be destroyed. Thereafter it is the candidate's responsibility to seek a replacement from the relevant examination board. The centre will not be liable for any costs incurred in this process.

## 13. The Covid 19 Emergency

At the time of reviewing this document, an amended examination series is planned for the summer of 2022. Should that go ahead, then no measures additional to those outlined in this policy ought to be necessary.

The DFE is making contingency plans should examinations be cancelled again in 2022. If that occurs, the implementation of this policy will have to be adjusted to take account such a circumstance. It is not possible to detail all eventualities at this point in time, so any variations to procedures will be dealt with on an ad hoc basis and separate records and documentation will be issued and maintained by the Examinations Officer and Deputy Headteacher. These will be available for consultation upon request subject to confidentiality considerations.

## 14. Other Related Policies

Exam Contingency Plan (SP06.06/001); Non-Examined Assessment Policy (SP06.05/001); Controlled Assessment Malpractice and Appeals Policy (SP06.02/001); Charging Policy (SP05.03/005); Special Educational Needs Policy (SP04.02/001); Curriculum Policy (SP06.01/002)

## 15. Monitoring and Review

When monitoring this policy through its committee work, the governing body will:

- require the Headteacher to report to the governors on the way the policy is being implemented.

This policy will be reviewed by the Governing Body every 3 years, or earlier if considered necessary.

## 16. Approval/Amendment

This policy is approved by the Governing Body of Woodford County High School. Any amendments to this Policy require approval by the Governing Board of Woodford County High School.

## 17. Questions

If you have any questions about this policy, please contact the Deputy Headteacher, Woodford County High School, High Road, Woodford Green, Essex, IG8 9LA.