

The Stanway & Thomas Lord Audley Schools' Examination Policy

**To be read in conjunction with the
Controlled Assessment Policy**

Contents

- 1. Examination responsibilities**
- 2. The statutory tests and qualifications offered**
- 3. Examination seasons and timetables**
- 4. Entries, entry details and late entries**
- 5. Examination fees**
- 6. The Equality Act 2010, special educational needs and access arrangements**
- 7. Forecast grades**
- 8. Managing invigilators and examination days**
- 9. Candidates, clash candidates and special consideration**
- 10. Coursework and appeals against internal assessments**
- 11. Results, enquiries about results (EARs) and access to scripts (ATS)**
- 12. Certificates**
- 13. Seating/Rooming**

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 annually.

This examination policy will be reviewed by the Deputy Headteacher and the Examinations Officer.

1. Examination responsibilities

Head of Centre

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 analysis of examination results:

- advises the Senior Leadership Team (SLT), Heads of Department, Form Tutors and other relevant staff on examination timetables and application procedures as set by the various examination boards
- oversees the production and distribution to staff and candidates of the examinations timetable 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
- consults with teaching staff to ensure that necessary coursework 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
- consults with the SENCO and 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 examinationinations

- identifies and manages examination timetable clashes
- accounts for income and expenditures relating to all examination costs/charges
- line manages the examination invigilators and organises the recruitment, training and monitoring of a team of examinations 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
- tracks 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 the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their examinations.

Deputy Headteacher

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

Heads of Department/SLT

- Guidance and pastoral oversight of candidates who are unsure about examination 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 Examinations Officer or Examinations Administrator.

Head of Careers

- Guidance and careers information.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Department/school/curriculum.

SENCO

- Identification and testing of candidates, requirements for access arrangements. Liaises with the Examinations Officer and provides evidence of need for each candidate.

- 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.

Examination invigilators

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Officer.

Candidates

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

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

The statutory tests and qualifications offered are GCSE, Entry Level, Level 1 & Level 2 Certificates, OCR Level 2 National Award in ICT and Free Standing Maths Qualifications (Advanced 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 Examinations Officer or Examinations Administrator must be informed during the summer term.

Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the candidates, Heads of Subject, Deputy Headteacher and the Head of House.

At Key Stage 3

All candidates will take internal examinations; the type and duration of the examination is determined by the Heads of Department after consultation with the Deputy Headteacher. The school will consider the use of intervention or booster strategies in order to support candidates and help them achieve their potential.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3. Examination seasons and timetables

3.1 Examination seasons

Internal examinations are scheduled in **December (Year 11) and May/June (Years 7 – 10)**.

External examinations are scheduled in **May and June**.

Internal examinations in **all subjects** are held under external examination conditions.

Which examination series are used in the centre is decided by the Heads of Department and the SLT.

3.2 Timetables

Once confirmed, the Examinations Officer will circulate the examination timetables for internal examinations and external examinations.

4. Entries, entry details and late entries

4.1 Entries

Candidates are selected for their examination entries by Heads of Department.

4.2 Late entries

Entry deadlines are circulated to Heads of Department via e-mail by the Exams Officer.

Late entries are authorised by the Heads of Department after consultation with the Deputy Headteacher.

5. Examination fees

The centre will pay all normal examination fees on behalf of candidates.

Late entry or amendment fees are paid by departments.

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.

6. The Equality Act (2010) special needs and access arrangements

6.1 The Equality Act (2010)

The schools are committed to equal treatment for all regardless of race, ethnicity, religion or beliefs, sexual orientation, gender re-assignment, gender and disability.

All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the duties under current equality legislation, up to and including the Equality Act 2010

6.2 Special needs

A candidate's special needs requirements are determined by the SENCO, educational psychologist / specialist teacher and the SLT.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENCO will inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

6.3 Access arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENCO and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer following advice from the SENCO.

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 the Cover Supervisor with the Examinations Officer.

7. Forecast grades

Forecast grades: Cambridge International Exam Board only

The Heads of Department will submit estimated grades to the Exam Board by the deadline set.

8. Managing invigilators and examination days

8.1 Managing invigilators

School invigilators will be used for internal examinations. A mixture of school and external invigilators will be used for external examinations.

The recruitment of invigilators is the responsibility of the centre administration.

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 Examinations Officer.

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

8.2 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 invigilators.

Site management is responsible for setting up the allocated rooms.

The Examinations Officer, the lead invigilator, or a member of the SLT will start all examinations 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.

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. Spare papers will be distributed to Heads of Department 24 hours after the examination.

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 or an invigilator 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 Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

9.3 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 a member of SLT or the Examinations Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within three 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 and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare coursework should do so by the end of the course.

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

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Officer.

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 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 will receive individual results slips on results days either 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 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.

If a result is queried, the Examinations Officer SLT or Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense. The consent of candidates must be obtained.

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. Appeals against External Assessment Marks

Where a student is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment, etc), a clerical check or re-mark may be requested via the Exams Officer. On occasions where marks are close to a grade boundary it is likely that the school may ask a parent/student for permission to go ahead with an appeal anyway.

Under no circumstances should a student or parent contact an examination board directly. This is made clear in writing prior to an examination session commencing.

The Heads of Department will contact the Examinations Officer with the details of students they wish to make an enquiry of results for. The Examinations Officer will contact the parent/student to inform them and the student will be required to acknowledge that his/her grade may be confirmed, raised or lowered. Parents/students will be responsible for paying the relevant fee at the time of the request, unless it is an appeal instigated by the school. The student must provide written consent before an enquiry can take place. All appeals must be made before the deadlines set by the awarding bodies.

If doubts remain about the accuracy of the results following the enquiry about results process, the Head of Centre should refer initially to the regulator's Code of Practice and the JCQ publication – Post Results Services. If after consulting these documents the school is convinced that the awarding body has not followed procedures the school can submit an appeal as stated in JCQ's guide to the awarding bodies' appeals processes.

Post Results fees are published by the awarding bodies and are available to view on their websites.

11.4 Appeals against Internal Assessment of Work for External Qualifications

Appeals against Internal Assessment of work for External Qualifications (As per para.21 ix – and para 174 - code of practice)

The Stanway School is committed to ensuring that whenever their staff assesses students work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned

Departments are responsible for establishing procedures so that internal assessments are carried out in line with the examination board regulations and criteria. Internal standardisation within a department will be conducted to ensure consistency where a set of work is divided between staff, before the work is submitted for external moderation by the examination board as the marks awarded by the school cannot be regarded as final.

If a student believes that his/her work has not been properly or fairly assessed he/she should write to the Examination Officer at the school and

outline the grounds for the appeal and will inform the student of the process involved in such an appeal. The school also reserves the right not to submit an appeal or enquiry should it believe that the student has no grounds to justify such a request.

The Examination Officer will log all requests for appeals and inform the student of the outcome in writing, having spoken to the teacher who marked it or the relevant department should that teacher no longer be employed at the school

Process

Stage 1

Examination Officer to discuss with the subject teacher who marked the work to request a written explanation of the mark awarded. The Examination Officer reserves the right to request the student to meet in person with the teacher who made the assessment to discuss the mark awarded.

Stage 2

Examination Officer to discuss with relevant Head of Department to request a written explanation of the mark awarded

Stage 3

If the student is still not happy he/she may write to the Deputy Head (Curriculum) to request an appeal hearing where the written explanation can be challenged.

Note: That appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

Timescale

- The student must write to the Examination Officer at the school to lodge an appeal against an internal assessment, by, at the latest, one week after the Examination Board's final submission date for all internal assessments.
- The Examination Officer reserves the right to request the student to meet in person with the teacher who made the assessment to discuss the mark awarded.
- If the student feels the mark awarded is still unfair, he/she may proceed to process 2, by writing to the Head of the Department within one week of stage 1 discussion, detailing the grounds for the appeal, and send the letter via the Examinations Officer. The Examination Officer will arrange for the relevant Head of Department, to reply within one week and to receive a copy of the letter.
- If the student wishes to proceed to stage 3, he/she must write to the Assistant Headteacher (AHT) within one week of receipt of the letter from the Head of Department. The AHT will normally hear the dispute within one week of the receipt of the request and invite

both the candidate and the Head of Department to present their cases in person at the hearing. The Appeal Panel will consist of the Deputy Head(Curriculum) and the AHT or another senior member of staff. The appellant is entitled to bring "a friend" to the meeting. Their decision will be final and they will inform all parties of the decision within 3 school days of the hearing.

Possible Outcomes

Stage 1

The teacher accepts the work has not been assessed correctly, reassesses the work and submits the amended work to the examination board.

The pupil is satisfied with the teacher explanation and accepts that the work has been properly assessed.

The student is not satisfied with the explanation and wishes to proceed to stage 2

Stage 2

The Head of Department accepts that the work has not been assessed correctly, Reassesses the work and submits the amended mark to the examination board.

The student is satisfied with the written explanation

The student is not satisfied with the written explanation and wishes to proceed to stage 3

Stage 3

The Appeal Panel finds that the work has been properly assessed in accordance with the examination board criteria and dismisses the appeal.

The Appeal Panel finds that the work has not been properly assessed in accordance with the Examination Board criteria and instructs the department to reassess the work and submit the new mark to the examination board.

The decision of the Appeals panel is binding on both parties and there is no right to a further appeal.

11.4 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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.

(See also section 5: Examination fees)

12. Certificates

Certificates are presented in person or collected.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and have proof of identity.

Replacement certificates are issued by the awarding bodies if a candidate agrees to pay the costs incurred.

The centre retains certificates for one years.

13. POLICY ON SEATING/ROOMING STUDENTS IN PUBLIC EXAMINATIONS

This policy is additional to any guidelines or regulations and individual awarding body may issue. If there is conflict between the awarding body's guidelines or regulations and this policy, the awarding body and subject-specific instructions shall prevail.

The latest (01/9/2016-31/8/2017) instructions from JCQ for *Instructions for Conducting Examinations* are on JCQ's web site. Go to <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance> and specifically section 5.16 page 69

Foreword

At The Stanway School, unlike most Schools, our examinations take place in a variety of rooms around the School site rather than in one large hall. The School uses the following rooms:

- Sports Hall – 252 desks
- LRC - 24
- B1 07 - 16

The complexity and demands of the Public Examinations Timetable (which is not produced by the School) will require the above rooms to be utilised using a “best fit” approach as no single examination can be considered in isolation. The School is under no obligation to provide a room per examination e.g. where only one exam is taking place in a room or to avoid a mix of standard and extra time students.

The School's responsibilities

The School will always ensure that it provides the most appropriate rooming and seating for all students in accordance with the exam being sat and they are obliged to provide:

- Appropriate lighting, ventilation and heating for a comfortable environment
- Control of levels of outside noise
- A desk and chair for each candidate
- A clock visible by all candidates
- One trained invigilator per 30 candidates
- To seat extra time candidates away from the exit so as to ensure the least disruption as possible at the standard end time of the exam.
- To provide specialist equipment e.g. listening equipment for language, where this equipment is required

The School will, where possible, try to place students sitting the same exam together, either in one large room or in a series of small rooms to avoid disruption at the end of the exam. Logistically, however, it may prove impossible on all days and on occasions students will be sitting in a room containing multiple examinations with multiple finish times. For minority subject with only a few students sitting that subject, this is very likely.

Any adjustments that are made to this standard arrangement must always be in response to a student's normal way of working excepting in circumstances that only arise just before or during the examinations themselves e.g. broken limbs etc.

Word Processing

If a student has been assessed and is eligible for a word processor, one will be provided. This will be in a separate room from other students sitting the same paper.

Requests for the use of a word processor must be made in good time before the exam and certainly no later than the end of the Autumn Term for GCSE. This will allow enough time for assessments to be made before the Access Arrangements deadline on 21st March. Requests not finalised by this date are unlikely to allow the student access to this arrangement.

Separate Rooms

The School is under no obligation under the rules to supply a separate room for any candidate unless there is a pressing need to do so and for longer term conditions it has to be the student's normal way of working during internal and external examinations whilst at School.

Instances where a separate room may be necessary are:

- Illness which is contagious e.g. vomiting* and likely to put other students at risk
- Requirement for a reader or scribe (to be agreed by the Access Arrangement deadline)
- Pre-Existing medical condition e.g. epilepsy which may cause disturbance to other candidates in the room if the candidate becomes unwell

As the School is obliged to make available the same examination conditions for all rooms then it is limited in the rooms that can be provided and as such no guarantee can be made that, even if the above conditions apply, that this will be possible. The School will decide upon the appropriateness of a separate room (even bearing the above factors in mind). In so doing, a variety of factors will be taken into consideration such as whether the application of supervised rest breaks or use of a word processor will be more appropriate before confirming whether or not a separate room is a suitable arrangement in the circumstances. A separate room will only be agreed should any other access arrangements be deemed inadequate. In instances where a separate room is to be considered on medical grounds then medical evidence will be required.

*where a student has been vomiting on the day of the exam, it is vital that the family contact the School to be sure that attending the exam is the best option or to advise they vomited in the previous 24 hours and thus may still be contagious. Medical evidence will be required in such instances.

The policy is reviewed annually.