



King Edward VI Handsworth School for Girls

Examinations Policy

2019-20

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The 11-19 exam policy

The policy purpose

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.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of Centre, Deputy Head and the Exams Officer.

Exam responsibilities

Exams Officers (EOS)

Manages the administration of public and internal exams:

- Advises the Senior Leadership Team (SLT), subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams 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 exam timetable that will affect them.
- Ensure that candidates are briefed on exam protocols and understand expectations of them in the exam room, in accordance with JCQ guidelines.
- Consults with teaching staff to ensure that necessary non-examination assessments are completed on time and in accordance with JCQ guidelines.
- Submits candidates' non-examination assessments marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- 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, Reasonable Adjustments and Special Consideration publication – updated annually in liaison with SENCO.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges and manages exam fees and resources budgets.

- Line manages the Senior Exam Invigilator and organises the recruitment, training and monitoring of a team of invigilators responsible for the conduct of exams.
- Arranges for dissemination of exam results and certificates to candidates and forwards any appeals/reviewed marking requests from candidates and Heads of Department.
- Contingency planning for exams administration.

Heads of Department are responsible for:

- Understanding subject specifications and requirements for examinations and linked non-examination assessments.
- Informing the EOS of changes to a specification/exam board.
- Disseminating assessment-related information to colleagues and ensuring they comply with internal/external regulations and procedures.
- Ensuring exam entry lists are checked prior to submission by the EOS.
- Informing the EOS of exam requirements for internal exams.

Teaching staff are responsible for:

- Submission of candidates' names to Heads of Department.
- Ensuring correct support is in place following notification of Access Arrangements requirements (as soon as possible after the start of the course).
- Implementation of normal ways of working, Access arrangements for students throughout the course.

The SENCO is responsible for:

- Identification and testing of candidates' requirements for Access Arrangements.
- Provision of additional support as appropriate to candidates to achieve their course aims.
- Submitting application for Access arrangements in liaison with the EOS

Senior Invigilator/Invigilators are responsible for:

- Administration of exams inside the exam rooms.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Ensuring high standards in exam rooms with regards to candidates' compliance with JCQ and school regulations.
- Monitoring, logging and dealing with incidents in a timely and appropriate manner, and reporting these to the EOS.

Candidates are responsible for:

- Confirming their exam entries.
- Understanding non-examination assessment regulations and signing a declaration that authenticates the non-examination assessments as their own work.
- Understanding conduct expected in exam rooms and ensuring compliance with JCQ regulations.

Qualifications

Qualifications offered

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

The qualifications offered are GCSE, GCE and Extended Project.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year and on the school's website. If there has been a change of specification from the previous year, the Exams Officer must be informed by June of the preceding year.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates/parents/carers, SLT, subject teachers and Pastoral Leader (PL) for that year group.

Exam series and timetables

Exam seasons

External exams and assessments are scheduled in May and June, with the facility to offer the University tests and BMAT in the Autumn term.

Internal exams, are usually scheduled in November, January, May and June.

Assessments relating to these specifications are scheduled throughout the year following Individual Department Assessment Policies.

Additional assessments beyond the normal school offer, are to be scheduled in agreement with the EOS and Deputy Head.

Timetable

Once confirmed, the EOS will circulate the examination timetables for internal and external exams.

Submission of exam entries

Entries, entry details and late entries

Candidates are selected for their exam entries by Heads of Departments.

Candidates or parents/carers can request a subject entry, change of level or withdrawal, but these are subject to the authorisation of the Deputy Head and Head of Centre. Any entries beyond the normal school curriculum are treated as private candidates and additional costs apply to cover entry

fee, administration time and invigilation. These fees must be paid in full before entry can be made and are non-refundable. **All additional examination requests are subject to a non-refundable administrative fee of £25.**

Late entries are authorised by the Exams Officer. Fees incurred by late entries may be passed onto the candidates or subject departments depending on the circumstance.

Re-sits

These are accommodated for one academic year after a student leaves the school post GCE's. Full entry fees and administration fees are payable in advance and are non-refundable.

Re-sit opportunities will only include written final papers and any additional elements of assessment such as NEA, speaking tests or practical assessments cannot be accommodated.

The school does not accommodate GCSE re-sits.

Re-sit fees are paid for by candidates. **All external candidates are subject to a non-refundable administrative fee of £25.**

External candidates

The centre only accepts GCE re-sit entries from former pupils of the school within one year of their leaving.

External candidates alone decide (number of) resits. Resits of practical units, non-examination assessment and speaking modules are not permitted.

Exam fees

Exam fees

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.

First entry GCSE /A2/EPQ entry exam fees are paid by the Centre whilst the candidate is in full time education at the school.

Late entry or amendment fees are paid by the Departments, Centre or candidates.

Re-sit fees are paid for by candidates.

All additional requests for examination are subject to a non-refundable **administrative fee of £25.**

Access Arrangements and SEN

Access arrangements

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

A candidate's Access Arrangements requirement is determined by the SENCO, Pastoral Leader (PL) and Educational psychologist/Specialist teacher. Pupils may be referred to the SENCO by teaching or support staff.

Making Access Arrangements for candidates to take exams is the responsibility of both the SENCO and EOS.

Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming, invigilation and in-exam support for Access Arrangement candidates will be arranged by the EOS with the SENCO.

Disability Discrimination Act

All exam centre staff must ensure they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act gave protection to disabled people in the areas of employment and education.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre and the EOS.

Managing invigilators

Invigilators are recruited members of staff recruited for that purpose.

These invigilators will be used primarily for external exams and internal mock examinations.

Recruitment of invigilators is the responsibility of the Deputy Head and the EOS.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration (HR Manager).

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

Invigilators are timetabled by the Senior Invigilator and briefed by the EOS.

Invigilators rates of pay are set by the Foundation.

Malpractice

The Exams Office is responsible for investigating suspected malpractice.

Depending on the incident, candidates will be reported to exam boards or disciplined according to internal school procedures as appropriate.

Exam days

The EOS will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.

Site management is responsible for setting up the allocated rooms.

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

In practical exams subject teachers may 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 once all papers have been submitted.

Candidates

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilator.

Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam days or subsequently.

Clash candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example by providing 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.

Reviews of Internal Marking

Reviews of internal marking apply to centre assessed marks given for GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments (NEAs).

Students have the right to request a review of internal marking should they believe a specific area of the mark scheme has not been applied consistently in line with whole school marking. Requests for reviews of marking must be made in writing to the Deputy Head, Curriculum (Mrs Kendall).

Results

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

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses; candidates are to provide a self addressed envelope.

Arrangements for the centre to be open on results days are made by the Exams Officer.

The provision of staff on results days is the responsibility of the Exams officer.

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. The candidate's consent is required before any EAR is requested.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out at their own expense.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers.

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

Reviews of marking cannot be applied for once a script has been returned.

Certificates

Certificates

Certificates are collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing and bring appropriate photographic identification.

The centre retains certificates for two years before either destroying them or returning them to the relevant exam board.

Head of Centre A Whittall _____

Deputy Head J Kendall _____

Examinations Officers:

Strategic K Hough _____ currently on Maternity Leave _____

Operational M Tomkinson _____
