CANONS HIGH SCHOOL
EXAMINATIONS POLICY

Contents

• The examinations policy
• Qualifications
• Examination series and timetables
• Entries, entry details and late entries
• Examination fees
• Disability Discrimination Act
• Estimated grades
• Managing invigilators
• Candidates
• Internal assessments and appeals
• Results
• Certificates
The examinations policy

The purpose of this policy

The purpose of this examinations policy is:

- to ensure the planning and management of exams is compliant with JCQ guidance and that exams are conducted efficiently and in the best interests 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 in line with annual guidance from JCQ.

The exam policy will be reviewed by the Senior leadership team.

Exam responsibilities

Teachers and Heads of Department/subject are responsible for:

- Submission of candidates' names for exam entry to the examinations officer by the notified dates and deadlines.

The SENCo is responsible for:

- Identification and testing of candidates in any year group who may require access arrangements.
- Submission of applications to examination boards to request access arrangements or reasonable adjustments, including the provision of any necessary supporting documentation and keeping records of these documents in a file available for any examination inspectors.
- Provision of agreed additional support to students during their exams.

Lead invigilator/invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Setting up of the examination rooms with all the necessary equipment and notices for Candidates.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
Candidates are responsible for:

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

### Qualifications

**Qualifications offered**

The qualifications offered at this centre are decided by the Senior leadership team in conjunction with Heads of department/subjects.

The qualifications offered are GCE, BTEC level 3, GCSE and BTEC level 2.

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 the start of the new academic year at the end of the summer term.

Informing the exams office of changes to a syllabus is the responsibility of the Heads of subject and Heads of department.

It is expected that all students enrolled on a course in Key Stage 4 or Key Stage 5 will be entered for the qualification in that subject unless there are extenuating circumstances. The final decision on entries is the responsibility of the Senior Leader responsible for examinations.

### Exam series and timetables

**Exam seasons**

The examination timetable for the year, including internal and external exams, is available as a separate exam calendar.

**Timetable**

Once confirmed, the exams officer will circulate the exam timetable for Internal exams and External exams.
Entries, entry details and late entries

All students enrolled on an assessed course will be entered for the appropriate examinations unless there are extenuating circumstances why they should not be entered. These circumstances might include mid-term/year admission to the school, prolonged sickness or prolonged absence. The senior leader responsible for examinations will make the final decisions about entries.

Candidates or parents/carers can request a subject entry, change of level or withdrawal, although the school reserves the right to make final decisions on exam entries.

The centre does not accept entries from external candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department via Email and Internal Post/Pigeon hole.

Late entries are authorised by the senior leader responsible for examinations.

No re-sits of the one year options subjects are allowed in Key Stage 4 unless there are extenuating circumstances. The senior leader responsible for examinations will authorise any re-sits.

Students who are permitted to study in the sixth form and who do not have a C grade in English or Maths must commit to a re-take programme of study and take the re-sit examination until a grade C is gained or until they leave the school.

Retake decisions for sixth form students will be made in consultation with Candidates, Subject teachers and the senior leader responsible for examinations.

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.

GCSE entry exam fees are paid by the Centre.

A level and AS level exam fees are paid by the centre.
Late entry or amendment fees are paid by the Centre.

Fee reimbursements are not sought from candidates whose entries are changed or whose withdrawals are sanctioned by the school.

Those candidates who fail to sit an exam or do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances may be charged the entry fees.

Re-sit fees, where allowed in the sixth form, are paid by the Candidates.

Disability Discrimination Act

The school will ensure that it fulfils the requirements of the Equality Act 2010 for disabled candidates in providing access to suitable courses, in ensuring applications are submitted for reasonable adjustments and in making reasonable adjustments to the service provided by the school to disabled candidates.


Access arrangements

In the Autumn term the SENCo will inform Heads of Department/Subject of the names and requirements of all students in Key Stages 4&5 where access arrangements or reasonable adjustments have been approved by the exam boards for internal and external examinations.

A candidate's access arrangements requirement is determined by the SENCo, Doctor and Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of the SENCo.

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

Rooming for access arrangement candidates will be arranged by the SENCo with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCo with the exams officer.

A candidate's access arrangements requirement is determined by the SENCo, Doctor and Educational psychologist/Specialist teacher.
Contingency planning

Contingency planning for exams administration is the responsibility of the senior leader responsible for examinations in liaison with the Exams officer.

Private candidates

We do not allow private candidates to take examinations at the Centre.

Estimated grades and mock examinations

Estimated grades

Estimated grades that are required by the school are collected via SIMS according to the data collection calendar.

Estimated grades are important if a student is unable to sit an exam due to extenuating circumstances.

Mock exam papers must be retained in a secure place by Heads of Department/Subject until after the final results are published and the post-results enquiry period is completed.

Invigilation of examinations

Recruiting and managing invigilators

External staff are recruited to invigilate examinations.

Recruitment and training of invigilators is the responsibility of the Exams office and Senior leaders.

All new invigilators are subject to the rigorous recruitment procedures of the school, including enhanced DBS clearance checks, which fulfil current legislative requirements.

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

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

Invigilators are timetabled and briefed by the Exams office.

Invigilators’ rates of pay are set by the Senior leadership team.
These invigilators will be used for Internal and External exams.

**Malpractice**

The senior leader responsible for examinations is responsible for investigating suspected malpractice, in accordance with the processes in the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*, 1 September 2015 to 31 August 2016 and for notifying the appropriate awarding body and providing relevant information to the awarding body.

The Centre will ensure that notification is made to the appropriate awarding body where potential malpractice involves a candidate or a member of staff. This applies during examinations or following the authentication of controlled assessments, coursework or verification of other assessed qualifications.

**Examination days**

The exams officer will book all exam rooms, except those for access arrangements, after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.

The Site team is responsible for setting up the allocated rooms.

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

A relevant subject teacher should be available outside the exam room at the beginning of the exam in order to support the Exams officer in case of any queries with the question papers.

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 the day following the examination.

**Candidates**

The identity of all candidates will be verified before the start of an examination via the use of pre-printed identity cards, which include a photograph of the candidate as well as their full name and candidate number.

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time.

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 Chief/Senior Invigilator is responsible for handling late or absent candidates on the exam day or subsequently.

**Candidates with examination clashes**

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 three 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.

### Internal assessments

**Internal assessment**

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of subject and Heads of department.

### Results

**Results**

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

**Post-Results Services and Appeals**

**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 re-mark at the centre's expense.

When the centre does not support a candidate’s or parent’s request for an EAR, a candidate may still apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

**Access to scripts (ATS)**

After the release of results, candidates or subject staff may request the return of papers according the published time lines. If candidates request the return of their paper, they will be charged.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Departments will be charged to their budgets for these papers.

GCSE and AS/A level re-marks cannot be applied for once the original script has been returned.

The school’s processes regarding post-results services, including procedures for requesting re-marks and the return of scripts is available to staff, candidates and parents/carers on the school website.

**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.

The centre retains certificates for three years.

Head of centre

..............................................

Exams officer

..............................................

Date

..............................................

The policy is next due for review on ..............................................