



# **The John Fisher School**

## **Examinations Policy**

**Responsible:** Governors' SLAW Committee

**Next Review Date:** January 2019

## PUBLIC AND INTERNAL EXAMINATIONS

The purpose of this exam 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 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 policy will be reviewed every two years. This exam policy will be reviewed by the Senior Leadership Team in liaison with the school's Examinations Officer.

### Exam responsibilities

#### **Head of Centre (The Headteacher)**

Overall responsibility for the school as an exam centre:

the Head of Centre is responsible for ensuring that all public examinations are run in accordance with latest guidance from the Joint Council for Qualifications (JCQ)

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)

(Please note that in this policy the term coursework refers to all forms of candidate work produced outside of the traditional examination setting and which count towards the final examination grade, e.g. ISAs, controlled assessments, art portfolios, music performances, language orals, etc.)

#### **Examinations Officer**

Manages the administration of public and internal exams and supports analysis of exam results:

advise the Senior Leadership Team and Subject Leaders and other relevant staff on annual exam timetables and application procedures as set by the various exam boards. oversee the production and distribution to staff 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 all examination information contained on the school website is correct and up-to-date consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines

administer, in liaison with the SENCO, 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.

provides and confirms detailed data on estimated entries receives, checks and stores securely all exam papers and completed scripts identifies and manages exam timetable clashes accounts for income and outgoings 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, despatches 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 maintain systems and processes to support the timely entry of candidates for their exam importing/exporting data and mark sheets for subject staff where necessary.

## Subject Leaders

- ☒ 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.

## SENCO:

- ☒ Administers, in liaison with the Examination Officer, 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.
- ☒ Identification and testing of candidates, requirements for access arrangements.
- ☒ Provision of additional support — with spelling, reading, extra time, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

## Invigilators:

- ☒ To ensure the smooth running of all examinations at the school, and in the case of public examinations, ensure that these are carried out in accordance with the JCQ rules and regulations ☒ Collection of exam papers and other material from the exams office before the start of the exam. ☒ Collection of all exam papers in the correct order at the end of the exam and their return to the Examinations Officer's office.

## Candidates:

- ☒ Understanding of the JCQ rules and regulations in regard to their conduct during public examinations. (all relevant JCQ documents can be found on the John Fisher School website) ☒ Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

## The qualifications offered

The tests and qualifications offered at this centre are decided by the Head of Centre, Executive Director of Studies and Subject Leaders.

The tests and qualifications offered are NFER CATs tests, GCSE, iGCSE, BTEC, AS and A2 Levels. In addition, the school will also run a full schedule of internal assessments and mock examinations for each pupil at various stages throughout the year.

The Head of Centre will determine which examination board(s) each subject will use. This will be reviewed, usually annually, taking into account pupil needs as well as changes to assessment procedures, curriculum content and school resources.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the Executive Director of Studies, SENCO and the Subject Leader.

- ☒ At Key Stage 3: On entry candidates reading age analysis and NFER CATs tests will be undertaken as well as baseline testing in a number of subject areas. CATs tests may be repeated at the start of Year 9. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

- ☒ At Key Stage 4: All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

- ☒ At Key Stage 5: Candidates will be entitled to entry for qualifications for any course on which they are enrolled on condition that they have demonstrated appropriate progress and commitment as shown in classwork,

homework and all interim assessments. The school reserves the right not to enter any student(s) for public examinations at this stage should their commitment fall below expected levels.

### **3 Entries and late entries**

#### 3.1 Entries:

☒ Candidates are selected for their exam entries by the Subject Leaders. Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal. ☒ The centre does accept entries from external candidates in exceptional circumstances.

#### 3.2 Late entries:

☒ Entry deadlines are circulated to Subject Leaders via email. ☒ Late entries are only authorised by the Examinations Officer.

### **4 Exam fees**

☒ The centre will pay all normal exam 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. ☒ Non-attenders: The school will seek to recover the cost of non-attendance at public examination from the candidate/parents. ☒ Fees for remarking and/or appeals will be normally be met by the candidates/parents.

### **5 The Equality Act 2010, SEND and Access Arrangements**

#### 5.1 Equality Act:

☒ All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. Additionally this policy complies fully with the requirements of the Equality Act 2010.

#### 5.2 Special Needs:

☒ ! candidate's special needs requirements are determined by the SENCO and educational psychologist / specialist teacher. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that 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.

#### 5.3 Access arrangements:

☒ Making special 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 Examination Officer. ☒ Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examination Officer.

#### 5.4 Ensuring the exam centre is accessible:

☒ The Examinations Officer will ensure, in liaison with the Head of Centre that the exam areas used are accessible in order to comply with the Equality Act with regard to the physical condition of the building, including lighting and sound, obstacles, access to appropriate toilet facilities, signage, seating, etc.

☒ The Examinations Officer, in liaison with the SENCO will ensure that students who are likely to require any special facilities or are likely to require additional physical assistance are planned for in advance in order to reduce embarrassment or anxiety and potential disruption for that candidate or others.

## 5.5 Emergency evacuation:

☒ The Examinations Officer must ensure that all staff, including invigilators, know what procedures are in place for disabled staff or students, in particular for those who may need assistance to leave a building and that staff and invigilators know who is responsible for responding to emergency calls.

☒ When evacuation and emergency procedures are being explained to students, attention is given to appropriate explanation for disabled staff and students whose arrangements may be

## 5.6 Signage:

☒ The Examinations Officer, in liaison with the SENCO, will ensure that all the signs for the exam and those provided by JCQ are suitably sized and adapted to meet the needs of disabled students.

## 5.7 Resources:

☒ Where computers are being used for an exam, for example in ICT tests, ensure that hardware and software have been properly adapted and tested for those who may use them, such as people with a visual or aural impairment.

☒ The Network Manager will ensure that there are backups and alternatives in case support equipment ceases to function.

## 5.8 Improving the student experience:

☒ In addition to the above, which ensure that the examination centre is appropriate for disabled students, there are a whole range of adjustments which can be made to ensure that there is a level playing field for disabled students.

☒ Staff will be very familiar with making adjustments to existing exam arrangements. These are not 'concessions' for the individual students but adjustments designed to reduce/remove unfair disadvantage.

These adjustments can include:

- Modified test papers, for example enlarged print or Braille
- Additional time
- A reader or scribe.
- Supervised rest breaks.
- Different coloured scripts
- A prompter
- Use of a computer or other technology
- Use of an individual room

☒ After the exam has been completed and in particular at the point of publishing and communicating results, staff will make arrangements for students to receive their results in an area/room which is accessible. Students should be able to access their results quickly and privately, with appropriate attention given to any post-result support.

## **Managing invigilators and exam days**

### 7.1 Managing invigilators:

☒ External invigilators will be used for internal exams and external exams. ☒ The recruitment of invigilators is the responsibility of the Examinations Officer together with the Office manager. ☒ Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Office Manager. DBS fees for securing such clearance are paid by the centre. ☒ Invigilators are timetabled and briefed by the Examinations Officer, who is also responsible for training, including safeguarding procedures.

☒ Invigilators' rates of pay are set by the school.

### 7.2 Exam days:

- ② The Examination Officer will not be allowed into the examination room before the arrival of the invigilator. If taking place in the hall, pupils should wait in the Junior Playground and not in the corridor or in the quad. If in Site 6, Form 6 may wait in the corridor but all others in the Junior Playground. If raining heavily these arrangements may vary.
- ② The Examination Officer or representative will start all exams in accordance with JCQ guidelines.
- ② Candidates should be called into the examination room subject-by-subject, or row-by-row, according to plan, approximately five minutes before the start. Unless stated otherwise, morning exams start at 9.00am; the afternoon session commences at 1.40pm.
- ② Subject Leaders may, at the request of the Examinations Officer, be present at the start of the exam to assist with any subject-specific instructions and start the exam, if required. They must not advise on which questions are to be attempted. In practical exams subject teachers may be on hand in case of any technical difficulties.
- ② All school bags, books, coats, etc. should be left outside the examination room. All candidates should be in school uniform. All writing equipment, mathematical instruments and calculators are to be carried loose, or in a transparent polythene bag. Candidates must be willing to demonstrate that no advantageous material is stored in the bag.
- ② Exam papers must not be read by subject teachers or removed from the exam room. Question papers may be distributed to Subject Leaders at the end of the exam session and only by the Examinations Officer.

Normal routines:

- Candidates should cease talking as they enter the room and should sit at the desk displaying their candidate number.
- Candidates who arrive late through no fault of their own must arrive before their examination has ended. They are to be allowed the full time for the working of the paper and the situation immediately be brought to the attention of the examination officer.
- Candidates who arrive late for no good reason may be admitted up to half an hour after the start of the exam. After that time such candidates may only be permitted to commence their exam at the discretion of the examination officer.
- Under no circumstances are candidates to leave their desks during an examination without permission. Requests should be raised if there is any need to communicate with an invigilator. Invigilators should not assist candidates in answering of an examination question, or in the interpretation of an examination question.
- Candidates who need to leave the examination room to go to the lavatory or in the case of illness must be accompanied by an invigilator. Candidates who recover sufficiently to return to the examination may be permitted to do so and may be allowed the full time prescribed for the working of the paper.
- All emergencies must be dealt with sympathetically, care being taken to safeguard the interests of the candidates and to avoid compromising the validity of the examination. If any emergency arises, the invigilators should summon extra assistance by using the telephone in the Gym office. All emergencies and incidents must be reported to the Examination Officer or to his assistant immediately. This is particularly important if malpractice is suspected.
- Candidates should not borrow equipment from other candidates.
- Candidates are permitted to bring a bottle of water into the examination room on condition that they label it.
- Candidates should be under close supervision at all times. Invigilators should be as quiet as possible at the time when giving out extra paper to patrol and supervise conduct. On entering the examination room invigilators should make themselves familiar with the type of stationery being used for each particular exam.
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⑩ Completion times will be written up on the whiteboard at the front of the examination room. Some pupils with special educational needs may have up to 25% extra time; this information can be found on the individual number card. At the end of the exam, candidates should stop writing when requested to do so. They should be reminded to check that all their answer papers or booklets

have their candidate number and centre number showing. Candidates should arrange individual sheets in the correct order and tied together in a loop with the string provided. Completed scripts should be collected in numerical order, as on the attendance register, with the lowest candidate number on top. Candidates should be dismissed a row at a time, only after the collection of the scripts, and should leave the room in silence and should remain silent until reaching the playground.

Scripts should be checked to see that they are in the right order and should then be placed in the envelope provided, along with the attendance register. This envelope should then be given to the examination officer or, in the event of her unavailability, after sealing, should be taken directly to the General Office. On no account must this envelope be left unattended anywhere.

After the departure of the candidates, question papers, excess writing paper, candidate number cards, etc. should be collected from the desks. After the last exam in any session, the windows should be closed and the examination room locked.

All public examinations begin after a prayer.

## **8 Candidates, clash candidates and special consideration**

### 8.1 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 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 Examinations 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.

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### 8.2 Clash candidates:

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

### 8.3 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 Examinations 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 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 exam.

## **9 Coursework, controlled assessments and appeals against internal assessments**

### 9.1 Coursework/Controlled assessment:

☐ Candidates who have to prepare coursework/controlled assessments should do so by the end of the specified date.

☐ Subject Leaders will ensure all coursework/controlled assessments is ready for despatch at the correct time.

☐ The Examinations Officer will keep a record of what has been sent when and to whom.

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

### 9.2 Appeals against internal assessments:

The centre has 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/controlled assessments has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- ☐ appeals should be made in writing to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- ☐ the Head of Centre findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

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

### 10.1 Results:

- ☐ Candidates will receive individual results slips in a personally addressed envelope on results days in person at the centre.
- ☐ Results will not be given to a third party, including parents, on the results day. Results not collected in person will be posted home first class on results day.
- ☐ 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 Examinations Officer in liaison with the Office Manager.

### 10.2 EARs:

- ☐ EARs may be requested by Examinations Officer in liaison with Subject Leaders, or candidates if there are reasonable grounds for believing there has been an error in marking.
- ☐ If a result is queried, the Examinations Officer 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 E!R, 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.

### 10.3 ATS

- ☐ After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- ☐ Subject Leaders 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 4: Exam fees)

## **11 Certificates**

- ☐ Certificates are presented in person. ☐ Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Replacement certificates are only issued if a candidate agrees to pay the costs incurred. ☐ The centre retains any uncollected certificates for one year only.