



**Central Lancaster
High School**

EXAMINATIONS POLICY



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Examinations Policy

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THE EXAM POLICY

The rationale 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.
- to ensure that all external exams are conducted in compliance with JCQ regulations.

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, Exams Officer and School Governors.

EXAM RESPONSIBILITIES

The Head of Centre:

- Has overall responsibility for the school as an exam centre.
- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

The Exams Officer:

Manages the administration of public (external) and internal exams

- advises the Senior Leadership Team, subject teachers 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
- 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 exam papers and completed scripts
- administers access arrangements (along with Senco) and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- meeting the awarding bodies' deadlines for exam entries, wherever possible, to avoid the school incurring any late fee charges
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' controlled assessment marks, tracks despatch 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
- maintains systems and processes to support the timely entry of candidates for their exams.

Heads of Department are responsible for:

- supplying accurate information for exam entries, submission of candidates' names and tier of entry required to the Exams Office.
- meeting the deadlines for exam entries to avoid the school incurring any late fee charges
- inform the Exam Office of any entry withdrawals
- check and confirm entries for their department, made by the Exams Officer
- providing adequate copies of exam papers for internal exams and providing details of the type and duration of the exam required

Teachers are responsible for:

- supplying information for exam entries, submission of candidates' names and tier of entry required to Heads of Department and Exams Office.
- meeting the deadlines for exam entries to avoid the school incurring any late fee charges

The Send Coordinator (SENDCo) is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
 - 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.
- Invigilators are responsible for:
- Ensuring exams are conducted in-line with JCQ regulations.
 - Supervising 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:

- Checking that their personal details on exam entries are correct and informing the Exams Officer of any discrepancies
- Confirmation and signing of entries.
- Understanding controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own.
- Reading and complying with the JCQ Notice to Candidates and JCQ exam regulations

QUALIFICATIONS OFFERED

The qualifications offered at this centre are decided by the Heads of Department and Senior Leadership Team.

The qualifications currently offered are GCE, GCSE , Entry Level, FCSE, V Certs, Functional Skills and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published option booklet for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by 30th March.

Informing the exams office of changes to a syllabus is the responsibility of the Heads of Department and Senior Leadership Team.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, Subject teachers, Heads of Department and Deputy Head.

EXAM SEASONS

Internal exams and assessments are scheduled in November, December, January, April, May, June and on demand.

External exams and assessments are scheduled in January, May and June, All Mock exams for Years 10 & 11, are conducted under external exam conditions.

The Head of Centre decides which exam series are used in the centre.

On-demand tests can be scheduled only in windows agreed between the Exams Officer, Heads of Department and the SLT.

TIMETABLES

Once confirmed, the Exams Officer will circulate the exam timetable for all internal and external exams.

ENTRIES, ENTRY DETAILS AND LATE ENTRIES

Candidates are selected for their exam entries by the Heads of Department and Subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal. This request will then be considered by the Head of Department and Senior Leadership Team.

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, Notice board, Briefing meeting and Internal Post/Pigeon hole.

Late entries are authorised by Head of centre.

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.

Exam fees are paid by by the Centre.

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

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

DISABILITY DISCRIMINATION ACT

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

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre, Exams Officer and SENDCo.

ACCESS ARRANGEMENTS

The SENDCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENDCo 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 SENDCo, Doctor and Educational Psychologist.

Making access arrangements for candidates to take exams is the responsibility of both the SENDCo and Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of both the SENDCo and Exams Officer.

Rooming for access arrangement candidates will be arranged by the SENDCo with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENDCo with the Exams Officer.

CONTINGENCY PLANNING

Contingency planning for exams administration is the responsibility of the Head of Centre and the Exams Officer.

MANAGING INVIGILATORS

Support staff and External staff are used to invigilate examinations.

These invigilators will be used for External exams.

Recruitment of invigilators is the responsibility of the Exams Officer and Senior Leaders.

Securing the necessary Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the Exams Office and Senior Leadership Team.

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

Invigilators are timetabled, trained and briefed by the Exams Officer.

Invigilators rates of pay are set by the Senior Leadership Team.

MALPRACTICE

The Head of Centre is responsible for investigating suspected malpractice.

EXAM DAYS

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

Site management is responsible for setting up the allocated rooms.

The Exams Officer or Senior Invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates and read out any subject-specific instructions.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be removed from the exam room before the end of a session, unless this is to check a possible problem with the awarding body.

Papers will be distributed to Heads of Department at the end of the exam session.

CANDIDATES

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 at the discretion of the Exams Officer or Senior Invigilator.

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.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer and Head of Centre.

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 Exams Officer, 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 their doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

CONTROLLED ASSESSMENT

It is the duty of Heads of Departments to ensure that all internal assessment is stored securely in school and made 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 are provided to the pupil and Exams Officer by the Head of Department.

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 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 Senior Leadership Team.

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 candidates consent is required before any EAR is requested.

If a result is queried, the Exams Officer, Head of Department, 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 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

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.

GCE and GCSE re-marks cannot be applied for once a script has been returned.

CERTIFICATES

Certificates are presented in person or 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 five years.

Head of Centre

Exams Officer

.....*D Chapman*.....

.....*C Ashton*.....

Date

.....Sept 2017.....

The policy is next due for review onSept 2018.....