

Holy Family Catholic High School & 6th Form Centre



Examinations Policy 2022/2023

POLICY STATEMENT

Holy Family Catholic High School is committed to offering equal access to all students to the examinations system as laid down by the Code of Practice produced by the Joint Council for Qualifications (JCQ) for GCSE and GCE examinations. The purpose of this Examinations Policy is:

- to ensure that the planning and management of examinations are conducted efficiently and in the best interest of the students
- 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 School's examination processes to read, understand and implement this policy, which will be reviewed annually by the Examinations and Data Manager.

The Examinations and Data Manager is the school's Examinations Officer.

RESPONSIBILITIES

Headteacher

- Overall responsibility for the school as an examination centre
- Advises on appeals and re-marks
- Responsible for reporting all suspicions or actual incidents of malpractice

Deputy Headteacher (Curriculum)

- Line management of the Examinations and Data Department
- Oversees arrangements for all public and pre-public examinations
- External validation of courses followed at Key Stage 4 / post-16
- Co-ordinates the timetable and course management within the School Information Management System (SIMS)

Examinations and Data Manager

- Line-manages the administration and invigilation of all public examinations, internal examinations, and preparation of examination results document and broadsheet analyses
- Recruits, trains and monitors examination team
- Advises relevant staff on annual examination timetables and application procedures as set by the various examination boards
- Liaises with the Senior Cover Supervisor about rooming requirements
- Receives, checks and stores securely all examination papers and completed scripts in the examination safe
- Communicates regularly with all staff concerning examination related deadlines and events.
- Communicates deadlines to Subject Leaders to ensure that necessary controlled assessment is completed on time and in accordance with JCQ guidelines
- Manages the examination budget

- Understands the content of the annual JCQ publications
- Is familiar with the content of annually updated information from awarding bodies on admin procedures, key tasks, dates and deadlines
- Makes arrangements for the school to be open on results days and for the provision of staff to assist results days
- Co-ordinates the Post Results Service
- Produces and distributes internal and external examination timetables for staff, students and parents
- Provides and confirms data on estimated entries
- Identifies and manages examination timetable clashes
- Distributes examination results and certificates to students
- Produce seating plans for all examinations
- Ensures entry of students for their exams
- Arranges correct despatch of all materials relating to the examination process, ensuring all staff are aware of correct postal procedures
- Supports the Post Results Service

Lead Invigilator

- Recruits, trains, manages and monitors the Invigilation Team
- Prepares folders including seating plans, attendance registers, labels and bags
- Ensure seating plans are inside and outside the examination room
- Introduces examination sessions in the examination room, maintaining all students under examination conditions

Invigilation Team

- Ensures correct distribution of examination papers and other materials to students
- Supervises all students under examination conditions following the JCQ 'Instructions for Conducting Examinations'
- Collects all examination papers in the correct order at the end of the examination and their secure return to the Examinations and Data office
- Enters candidates into the examination room/hall, check uniform, collect in mobile telephones, smart watches, wifi devices etc.
- Inform students of examination rules and regulations
- Accurately records attendance on registers and informs Examinations Officer / Lead Invigilator of absences
- Attends / undertakes training updates, briefings and review sessions as required

Senior Leadership Team

- Is familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications

Subject Leaders

- Provide guidance to students concerning examination tiers or amendments to entries
- Responsible for listing and cross checking all examination entries and tiers, amendments and withdrawals
- Where relevant, accurately completing and posting coursework mark sheets / declaration sheets / estimated grade sheets within the published deadlines

- Stores any returned controlled assessment and any other material required by the appropriate awarding bodies
- Accurately complete entry and all other mark sheets and adhere to deadlines as set by the Examinations and Data Manager
- Responsible for informing the Examinations and Data Manager of the curriculum area's examination requirements
- Ensure teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Subject Teachers

- Completion of examination / controlled assessment documentation as requested by Subject Leaders
- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Special Educational Needs and Disabilities Coordinator (SENDCo)

- Oversees the provision of special arrangements for students with Special Educational Needs
- Makes applications for special considerations
- Assists with online access arrangements
- Identifies and tests of students' requirements for access arrangements
- Communicates with parents regarding access arrangements
- Presents, when inspected by a JCQ Inspector, evidence of the assessor's qualification

Progress Leaders / Sixth Form Leadership Team

- Ensure examination expectations are reinforced during assemblies prior to the examination season and be present at the start of Year 10 to 13 examinations
- Ensures teaching staff undertake key tasks within the examination process and meet internal deadlines set by EO and SENDCo
- Ensures teaching staff keep themselves updated with awarding body, subject & teacher specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events

Students

- Check and confirm personal details and examination entries as presented on 'Statement of Entry' and promptly reporting any discrepancies to the Examinations and Data Manager
- ID cards presented on all desks
- Follow coursework regulations and signing a declaration that authenticates the coursework as their own
- Understand and adhere to rules, instructions, timetables and deadlines as published by the Examinations Office

PROCEDURES AND PROCESSES

Internal / Mock Examinations

- All Mock GCSEs and GCEs are held under external examination conditions

Qualifications Offered

- The qualifications offered by Holy Family Catholic High School are decided by the Senior Leadership Team, as part of the annual curriculum review
- The qualifications offered are GCE, GCSE, Cambridge National, and BTEC
- The subjects offered for these qualifications in any academic year may be found in the school's published prospectus for that year
- Informing the Examinations Office of changes to a specification is the responsibility of the Subject Leaders
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidate, SENDCO, Progress Leaders, subject teachers and Subject Leaders

Entries

- Students are selected for their examination entries by the Subject Leaders who must adhere to all the internal and external deadlines published by the Examinations and Data Manager for their subjects
- Late entries are authorised only by Subject Leaders and the Examinations and Data Manager; the Headteacher will approve when the amounts are significant
- In some circumstances the centre accepts external entries from former students who wish to re-sit units originally studied at Holy Family Catholic High School (an administration fee will be applied)
- Students are responsible for ordering any re-sit examinations which are arranged by the Examinations and Data Manager within the published deadlines — resit decisions should be made in consultation with, and authorised by, the Subject Leaders

Estimated Grades

- Subject Leaders are responsible for submitting estimated grades when requested by the Examinations & Data Manager

Examination Fees

- For external examinations, initial registration and entry examination fees are paid by the centre
- Late entry or amendment fees are paid by the relevant curriculum/subject areas
- Students or subject areas will not be charged for changes of tier or withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies
- Reimbursement will be sought from students who fail to sit an examination or meet the necessary coursework requirements
- Students are responsible for payment of any re-sit examinations
- Enquiries About Results (EARs) are ordered and paid for by students within the time allowed by the awarding bodies

Disability Discrimination Act (DDA), special needs and access arrangements

- Holy Family Catholic High School ensures it adheres to disability discrimination legislation
- A student's special needs requirements are determined by the SENDCO. The SENDCO can then inform individual staff of any special arrangements that individual students may be granted during the course and in the examination
- The SENDCO must liaise with the Examinations and Data Manager with regard to arrangements for candidates with special needs and to ensure that all information is current and available. The SENDCO will arrange for all assessments for students and will ensure that the Examinations and Data Manager has all the necessary information for an application prior to the published external deadline. The Examinations and Data Manager, together with the SENDCO, will ensure that all requests for access arrangements are made online to the awarding bodies and all replies processed. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations and Data Manager together with the SENDCO
- The Examinations and Data Manager will meet with the relevant students before the examination period starts to discuss each individual timetable and access arrangements.
- Rooming, invigilation and support for access arrangement students will be arranged by the SENDCO with the Examinations & Data Manager
- Information regarding access arrangements can be found in the JCQ document 'Access Arrangements, Reasonable Adjustments and Special Consideration for General and Vocational Qualifications'
- These and other arrangements are further outlined in the school's Examinations Disability Equality Scheme Policy

Invigilation Team

- External invigilators will be used for examination supervision for public examinations, some Mocks, practical and oral examinations
- All invigilators will be DBS checked and will be issued with an identity badge
- All invigilators will receive regular training from the Lead Invigilator and Examinations and Data Manager
- Invigilators are timetabled and briefed by the Lead Invigilator
- Invigilators' rates of pay are set by the Examinations and Data Manager in conjunction with the Business Manager
- The Examinations and Data Manager will book all examination rooms after liaison with other users and make the question papers, examination stationery and materials available for the invigilator

Examination day arrangements

- Caretaking staff are responsible for setting up the examination rooms
- A member of the senior leadership team should be present at the start of the examination to assist with identification of students 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
- Invigilators will arrange for examination papers to be available for subject staff after the published finishing time and not before the last student has finished their examination (JCQ General Regulations for Approved Centres)

Students, clashes and special consideration

- Clear rules are published and displayed on acceptable dress, behaviour and students' use of mobile phones and all electronic devices – they apply at all times
- Disruptive students are dealt with in accordance with JCQ guidelines and the school Behaviour and Discipline Policy
- Candidates may not leave the examination room until at least one hour has passed since the published starting time. If a student leaves an examination, they will not be allowed to return
- The Examinations Administrators will provide names of any student who is not present at the start of an examination to the Examinations and Data Manager (first response phone call) and deal with them in accordance with JCQ guidelines
- Where clashes occur, the Examinations and Data Manager will be responsible as necessary for identifying escorts, identifying a secure venue, and arranging overnight stays
- Should a student be too ill to sit an examination, suffer bereavement or other trauma, or be taken ill during the examination itself, it is the student's responsibility to alert the centre, or the examination invigilator, to that effect
- Any special consideration claim must be supported by appropriate evidence within five days of the examination; for example, a letter from the student's doctor, and the Examinations and Data Manager will then forward a completed special consideration form to the relevant awarding body within the published deadlines

JCQ Inspection Visit

- Examinations and Data Manager or a Senior Leader will accompany the Inspector throughout the visit. SENDCo or relevant Senior Leader (in the absence of the SENDCo) will meet the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise.

Controlled assessment and appeals against internal assessments

- Subject Leaders will monitor and collate controlled assessment and ensure all work is despatched at the correct time, keeping a record of what has been sent when and to whom. They should ensure that all declarations are enclosed and are responsible for the storage and disposal of returned controlled assessment
- Subject Leaders are responsible for posting internally assessed coursework as directed by the examination board
- The centre is obliged to publish a separate procedure on appeals for internal assessments, which is available from the exams office (Appendix A) and further outlined in the NEA Policy

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

- Results will only be issued to students on the day notified by the Awarding Bodies
- Students will collect their results in person or are required to provide the Examinations and Data Manager with a stamped addressed envelope to the student's home address
- Students' results may be collected by a designated person on production of a signed letter by the student
- Applications for Post Results Services must be made by the student to the Examinations & Data Manager. Students are responsible for the necessary fees to the awarding body and payment must accompany the request
- EARs may be requested by centre staff or students if there are reasonable grounds for believing there has been an error in marking
- Students must order their own EARs within the published deadlines as set out in the guidance sheet made available to students on results day
- Where an EAR is requested by the student, the fee will be paid for by the student
- Where an EAR is requested by the department, the fee will be paid by the subject area
- If a result is queried, the Examinations & Data Manager, Subject Leaders and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's

expense.

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

- Where a script is requested by the student, the fee will be paid for by the student
- Where a script is requested by the department, the fee will be paid by the department

Certificates

- Certificates are presented in person
- They may be collected from the Main Office on behalf of a student by a third party, provided they have written/signed permission to do so
- The Examinations Office posts any un-collected certificates by registered delivery in January of the following year.

CONFLICTS OF INTEREST

Introduction

It is the responsibility of the head of centre to ensure that Holy Family Catholic High School: Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units and

maintains clear records of all instances where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- centre staff are taking qualifications at their centre which do not include internally assessed components/units
- centre staff are taking qualifications at other centres (GR 5.3)

Purpose of the policy

The purpose of this policy is to confirm how Holy Family Catholic High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

Roles and responsibilities:

- The role of the head of centre Ensure conflicts of interest are managed according to the requirements (GR 5.3)
- Ensure clear records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (GR 5.3)
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- Ensure the records are retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (GR 5.3)
- Ensure that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre
- Ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials

- Ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment (GR 5.3)

The role of the exams office/officer

- Ensure the process for collecting declarations of interest is undertaken
- Identify and follow the awarding body's administrative process for submitting details of members of staff who are:
- Taking qualifications which include internally assessed components/units at their own centre
- Teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units (GR 5.3)
- Retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (GR5.3)

Examinations PolicyAppendix A

This appendix should be read in conjunction with the school's NEA Policy

Internal Assessments for External Qualifications

Holy Family Catholic High School is committed to ensuring that whenever staff assess work for candidates for external examinations, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The work of candidates must be produced and will be authenticated according to the requirements of the awarding body. When assessment of a piece of work is divided among several staff, consistency will be maintained through internal moderation and standardisation.

If a candidate feels that these procedures have not been carried out in relation to his/her work then he/she must first discuss the matter with the Subject Leaders. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure outlined below. Appeals may be made only against the procedures that led to the assessment and not against the mark or grade.

The Appeal Procedure

- Appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Students 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 Headteacher (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Headteacher's findings will be notified in writing, copied to the Examinations and Data Manager and recorded for awarding body inspection

The parent or guardian of the candidate must write to the Headteacher. The application must be made as soon as the circumstances become known and always before the date of the first written paper of the examination series.

The Headteacher and another experienced member of the teaching staff, not directly involved in the assessment in question, will conduct the appeal. If the Headteacher was directly involved in the assessment in question, or is otherwise unable to investigate, the Headteacher will appoint another member of the Senior Leadership Team in his place.

The teachers who conduct the appeal will decide whether the procedures used for the internal assessment conformed to the requirements of the awarding body and the Qualifications and Curriculum Authority (QCA) Code of Practice.

The outcome of the appeal will be reported in writing to the parent or guardian of the candidate before the last written paper of the examination series. Any changes made to the assessment of the work, any changes made to improve the school's application of the procedures, and any correspondence with the awarding body will also be reported.

The outcome of the appeal will be logged as a complaint under the school's complaints procedure.

The school will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examination or the issue of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.

Notes

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres (such moderation may sometimes change the marks awarded internally).

Appeals against the marking of externally assessed examination components are dealt with after the publication of results according to the procedures published by the awarding bodies.

More information about the awarding bodies' procedures may be obtained from the Examinations & Data Manager.

Further copies of this document may be obtained on request from the Headteacher or Examinations and Data Manager. It is also published on the school website www.holyfamilyhighschool.co.uk