



THE DEANES SCHOOL

POLICY: EXAMINATIONS

Effective From: JULY 2016

Authorised by:

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Headteacher

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Chair of the Curriculum Committee:

Date: 4th July 2016

WORKLOAD IMPACT ASSESSMENT CHECKLIST

<input type="checkbox"/>	The school has an agreed system to monitor the workload and working hours of teachers and the headteacher.
<input type="checkbox"/>	The policy complies with and is consistent with the teachers' contractual entitlements
<input type="checkbox"/>	The policy and any related procedures were introduced following consultation with the relevant staff
<input type="checkbox"/>	The policy and any related procedures include a specific statement regarding workload impact
<input type="checkbox"/>	The policy has been piloted/ trialled to enable an assessment of workload impact to be made.
<input type="checkbox"/>	The impact of the policy and related procedures is that they have not added additional hours of working.
<input type="checkbox"/>	The policy does not duplicate any other existing policy.
<input type="checkbox"/>	All policies have been reviewed in order to assess whether any are outdated and unnecessary.
<input type="checkbox"/>	The school has identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.
<input type="checkbox"/>	Implementation of this policy will not result in any additional meetings/ activities that have not been identified within the school calendar, published and revised in consultation with relevant staff.
<input type="checkbox"/>	All staff (including the headteacher) have had training to ensure that the policy and any related procedures are carried out without increasing workload burdens.
<input type="checkbox"/>	The policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.

The Deanes School Exam Policy

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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.

1. Exam responsibilities

1.1 Head of centre

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- 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*. <http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2015-16>

1.2 Exams office

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

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, and candidates of an annual calendar for all exam seasons
- 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/controlled assessments are 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
- identifies and manages exam timetable clashes
- accounts for income and outgoings relating to all exam costs/charges

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- recruits, trains and monitors the team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- submits candidates' coursework/controlled assessment marks, tracks despatch and stores/distributes returned coursework/controlled assessment 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

1.3 SLT member responsible for curriculum

- Organisation of teaching and learning staff
- External validation of courses followed at key stage 4.
- Withdrawal of courses - in the event of a course not being able to run or complete; the SLT member responsible for curriculum will look to replace the course with an appropriate level of qualification

1.4 Programme 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/controlled assessment mark sheets and declaration sheets.

1.5 Teachers

- Notification of access arrangements (as soon as possible after the start of the course)
- Submission of candidates' names to heads of faculty for correct exam entry

1.6 SENCO

- Administration of access arrangements

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- Administers 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* <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- 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 learners achieve their course aims
- Recruits, trains and monitors the team of exams invigilators responsible for the conduct of exams for students eligible for access arrangements

1.8 Invigilators/Learning Support Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam
- Supervision of candidates during exams
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office

1.9 Candidates

- Confirmation of entries, by signature
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own

2. The statutory tests and qualifications offered

The statutory tests and qualification offered at this centre are decided by the Programme Leaders and the senior leadership team.

If there is a change of syllabus from the previous year, the exams office must be informed by the Programme Leader immediately.

Decisions on whether a candidate should not take a particular subject will be taken in consultation with the candidate, parents/carers, SENCO, subject teachers, head of key stage, Programme Leaders and the member of SLT responsible for exams.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3. Exam seasons and timetables

3.1 Exam seasons

- Internal exams are scheduled as part of the school calendar
- External exams are scheduled by JCQ
- All mock examinations are held under external exam conditions
- The senior leadership team will decide which exam series students are entered into

3.2 Timetables

- Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams.

4. Entries, entry details and late entries

4.1 Entries

- Candidates are selected for their exam entries by the heads of subject and the subject teachers in consultation with their SLT link
- Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal
- The centre considers external entries from former candidates on an individual basis

4.2 Late entries

- Entry deadlines are circulated to Programme Leaders
- Late entries are authorised by the SLT member responsible for examinations

5. Exam fees

- The centre will pay all normal exam fees on behalf of candidates
- Late entry or amendment fees may be charged to programme areas or parents/carers
- Candidates or programme areas 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

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

6.1 DDA

- The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law

6.2 Special Needs

- A candidate's special needs requirements are determined by the SENCO

6.3 Access arrangements

- 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 exams officer
- Invigilation and support for access arrangement candidates will be organised by the exams officer

7. Estimated grades

7.1 Estimated grades

- The Programme Leaders will submit estimated grades to the exams officer when requested by the exams officer

8. Managing invigilators and exam days

8.1 Managing invigilators

- External invigilators will be used for internal exams and external exams
- The recruitment of invigilators is the responsibility of the exams office
- Securing the necessary Disclosure & Barring Service clearance for new invigilators is the responsibility of the centre administration
- Disclosure & Barring Service 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 Headteacher

8.2 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
- Additional rooms for 'special circumstances' require 48 hours notice
- Site management is responsible for setting up the allocated rooms
- The exams officer/lead invigilator will start all exams in accordance with JCQ guidelines
- One designated member of subject staff should be present at the start of the exam to assist with identification of candidates but 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
- Exam papers must not be read by subject teachers or removed from the exam room. Papers will be distributed to heads of subject following JCQ guidance
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required

9. Candidates, clash candidates and special consideration

9.1 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 guideline.
- 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 exams officer will co-ordinate attempts to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines

9.2 Clash candidates

- The exams officer will be responsible as necessary for supplying escorts, identifying a secure venue and arranging overnight stays

9.3 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 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 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 final exam in the series

10. Coursework/Controlled Assessments and appeals against internal assessments. (Specific details can be found in the school's controlled assessment policy.)

10.1 Coursework/Controlled Assessments

- Candidates who have to prepare coursework/controlled assessment should do so by the end of the course
- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- The consistency of the internal assessment is secured through internal standardisation as necessary
- Staff responsible for internal standardisation attend any compulsory training sessions
- Programme Leaders will ensure all coursework/controlled assessment is ready for despatch at the correct time and 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 Programme Leader

10.2 Appeals against internal assessments

- The centre is obliged to publish a separate procedure on this subject (Policy on Internal Assessments for External Qualifications), which is available from the exams office.
- The main points are:
 - i. 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
 - ii. candidates may appeal if they feel coursework/controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
 - iii. Appeals should be made in writing, by the deadline stated in the policy detailed in Section 10.3 of this document, to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
 - iv. The head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection

10.3 Policy on Internal Assessments for External Qualifications

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, The Deanes School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- the consistency of the internal assessment is secured through internal standardisation as necessary
- Staff responsible for internal standardisation attend any compulsory training sessions

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the school concerning internal assessment.

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used

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- the parent or carer must make the appeal in writing to the School's Examinations Officer: *(appeals should normally be made by 30th April for examinations in the summer series or 31st May for Vocational Courses. This deadline may be extended in exceptional circumstances in situations where the coursework/controlled assessment marking and moderation schedule extends beyond this time)*
- the enquiry into the internal process will normally be led by the Examinations Officer and a member of SLT provided that neither has played any part in the original internal assessment process
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'

The appellant will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body
- any steps taken to further protect the interest of the candidates

If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and a member of the Governing body

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

11.1 Results

- Candidates will receive individual result slips on result days either in person at the centre or by post to their home addresses.
- Arrangements for the school to be open on results days are made by the member of SLT responsible for exams
- The provision of staff on results days is the responsibility of the member of SLT responsible for exams

11.2 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
- 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

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- When the centre does not uphold 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
- Learners who sit BCS Qualifications, who are not able to resolve an appeal at the approved centre have the right to appeal to BCS. This may be done via the Centre Manager or direct to the BCS Quality Team in writing. Learner appeals must be made to BCS within 60 days of the date of the assessment together with the appeal fee. This fee will be refunded if the Learner's result improves following the appeal. The address will be supplied on request
- BCS will acknowledge receipt of the appeal and advise the Learner or centre of the timescale for a decision
- The BCS Representative will investigate the circumstances of the appeal and make a report to the appeals panel. In very exceptional cases, the appeals panel may request the Centre Manager, possibly accompanied by the Learner, to attend a meeting of the panel to provide further explanation of the circumstances of the appeal
- Appeals panel decisions will be given in writing to the Centre Manager and the Learner and are final

11.3 Access to scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results, for which there will be a charge
- Centre staff 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

12. Certificates

- Certificates will be collected and signed for by the candidate
- 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 certificates for one year

The policy is next due for review July 2017.