

fortismere

Fortismere School

Centre number 12602

**External Exams Policy
2021-2022**

Approved/reviewed by
Head of Centre:
Exam Officer:
Date:
Date of Next Review

This policy is reviewed annually to ensure compliance with current regulations

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1) The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams 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.

Fortismere School complies with the instructions and regulations issued by the Joint Council for Qualifications (JCQ). Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk

This policy should be read along with the schools other examination policies (available on the school website): -

- Internal Appeals Procedures
- Lockdown Policy
- GDPR Policy
- Archiving Policy
- Special Consideration Policy
- Word Processor Policy
- Emergency Evacuation Procedure
- Contingency Plan
- Non-Examination Assessments Policy
- Disability Procedures

2) Key Staff Involved

Head of Centre - Ms Jo Davey & Ms Zoe Judge

- Have overall responsibility for the School as an exams centre and advises on appeals and remarks
- Responsible for reporting all suspected or actual incidents of malpractice. - *refer to the JCQ document Suspected malpractice in examinations and assessments.*

Assistant Head – Mr Darrel Barsby

- Line manages the Exams Officer and supports the internal and external exam processes.
- Line manages Heads of Departments in terms of examination entries, results and analysis.

The Senco – Ms Emily Brooks

- Works with teachers, including the schools Access Arrangements Co-ordinator Ms Saira Carrim, in terms of the identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements.
- Oversees the work of the Exams Officer in processing any necessary (access / special consideration) applications in order to gain approval
- Oversees the work of the Exams Officer to provide the access arrangements required by candidates in exams rooms.
- Supports students during exam periods, particularly those with special needs (SEND, physical or mental health, etc).

The Exams Officer – Mrs Ruth Robson

- Manages the administration of internal exams and external exams
- Advises the Senior Team, Subject Leaders, Subject Teachers, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies
- Oversees the production and distribution, to all centre 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 candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them
- Checks with teaching staff that the necessary non-examination assessments (nea) are completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Maintains systems and processes to support the timely entry of candidates for their exams
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Oversees the organising of recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensures candidates' nea marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- Tracks, dispatches, and stores returned nea
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Well-being & Operations Manager, any post results service requests.
- Heads of Department are responsible for:
 - Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
 - Accurate completion of nea mark sheets and declaration sheets.
 - Decisions on post-results procedures.

Subject teachers are responsible for:

- Supplying information on, and carefully checking, entries and nea as required by Heads of Department and/or the Exams Officer.
- Supplying candidates with internally moderated nea marks/bands where appropriate.

Invigilators are responsible for:

- Assisting the Exams Officer in the efficient running of exams according to JCQ 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 ensuring their return to the exams office.

Candidates are responsible for:

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

- Ensuring they conduct themselves in all exams according to the JCQ regulations.

3)Entries

- The qualifications offered at this centre are approved by the Head
- The types of qualifications currently offered are GCSE, AS Levels (for unreformed subjects) and A Levels
- All students are normally entered for GCSE and A Level examinations in the subjects which they are studying. If a student's progress has been unsatisfactory through poor attendance, lack of personal application or failing to complete nea punctually or to a satisfactory standard, the School reserves the right not to enter them for in the applicable subject(s). Decisions on whether a candidate should be entered for a particular subject will be taken by Deputy Head/Head in consultation with the relevant Head of Key Stage and Subject Leader.
- If a student's personal circumstances make it advisable for her not to be entered for some subjects, then this decision will be made in consultation with, the Head of Department and Co- Heads, as well as the student and/or her parents. Subject departments select examination boards according to the suitability of their courses. Details of specifications in current use are available from the Examinations Office.

4)Exam Series

- Internal exams (mock or end of year exams) and assessments are scheduled throughout the School year. Details of internal exams are shared with students via Heads of Department and/or subject teachers.
- External exams and assessments are scheduled in the Summer Term.
- Internal exams in Year 10 and above are held under external exam conditions.

5)Exam Timetables

- Once confirmed, the Exams Officer will circulate the exam timetables at a specified date before each series begins.

6)Entries, Entry Details and Late Entries

- The centre does not generally accept entries from private candidates.
- Entry deadlines are circulated to Heads of Department by the Exams Officer.
- Heads of Department will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the Deputy Head or Head.

7)Certification

- GCSE: All subjects studied will be certificated at the end of Year 11.
- A level: All subjects studied to full A level will be certificated/cashed-in at the end of Year 13.

8)Fees

- First entries for subjects studied at School, where examinations are recommended, are paid for by the School.
- A student may be entered for a community language. Information will be provided by the Examinations Officer. Once the forms and fees have been forwarded by the Exams Officer, all communication will be between the student and Fortismere School.
- Community language fees are paid by the candidate.
- Late entry or amendment fees are paid by the candidate

- Fee reimbursements are sought from candidates:
 - if they fail to sit an exam;
 - if they do not meet the necessary nea requirements without medical evidence or evidence of other mitigating circumstances
- Re-sit fees, and non curriculum exam fees for examinations, are paid by the candidate.

9) Equality Legislation

- All exam centre staff must ensure that they meet the requirements of any equality legislation. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Senior Team, Assistant Head and Co-Heads.

10) Access Arrangements

- The SENCO, in consultation with the Access Arrangements Co-ordinator and Visiting Specialist Teachers or link Educational Psychologist, will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Access Arrangements Co-ordinator.
- Assessments are done by the SENCO and/or the link Educational Psychologist.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Access Arrangements Co-ordinator.
- Rooming for access arrangement candidates will be arranged by the Exams Officer in liaison with the Access Arrangements Co-ordinator.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.
- The Exams Officer will provide written information to candidates in advance of each exam series.

11) Conduct of Examinations

- All candidates must attend the briefing sessions, which take place shortly before the examinations begin, so that all regulations and procedures can be clarified. A candidate who breaks the regulations will be reported to the Board and risks disqualification.
- Where several examinations are scheduled for the same session and the total duration of the papers is less than 3 hours, the candidate will sit these papers during that session.
- Where the total duration of the papers scheduled for one session is greater than 3 hours, arrangements will be made to transfer one or more papers to a different session, with full supervision throughout.
- Staff will be unable to authenticate nea in a case where it is felt that a student has received outside help, other than the guidance which the teacher is authorised to give under the regulations. In such a case, no grade will be issued by the Board.
- There are very specific rules which apply to the annotation of texts that are allowed in the examination room. These are different at A Level and GCSE. Candidates must read the regulations which apply to their subjects. There will be a check of texts before the examination or even during the examination if there is cause for concern.
- Candidates who fail to arrive on time for their examinations through oversleeping or misreading their timetables can be given no allowance.
- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer to that effect. The candidate

must support any special consideration claim with appropriate evidence within 3 days of the exam. Special Consideration will be requested only where it is felt that the candidate has a very good medical or authorised reason which will seriously affect their performance. A candidate is always advised to sit an examination if at all possible. The Exams Officer will make a special consideration application to the relevant awarding body within published timescales.

- During the examination period every attempt is made to provide appropriate conditions for the candidates. Silence cannot be guaranteed outside the examination room and should not be expected as the rest of the School has to operate normally and there are unavoidably other noises which are not under the School's control.
- All equipment must be in a clear plastic bag or pencil case.
- Candidates must remember to switch mobiles and iPods off and not bring them into the examination room.
- Candidates are not allowed to wear outdoor coats or tops with hoods in the examination room. Bags must be stored where the Invigilator instructs.
- Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- The Exams Officer and Assistant Exams Officer are responsible for handling late or absent candidates on exam day.

12) Clash Candidates

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

13) Identification of Candidates

In line with JCQ regulations, the identity of all candidates will be verified at the time of the examination or assessment: "Invigilators must establish the identity of all candidates sitting examinations". Any private/external or transferred candidates not known to the school, must show photographic documentary evidence (e.g. passport or driving license). "Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

14) Non-examination assessment (nea) It is the duty of Heads of Department to ensure that all nea is ready for dispatch at the correct time. The Receptionist will assist Heads of Department by keeping a record of each dispatch, including the recipient details and the date and time sent. Marks for all internally assessed work are provided to the exams office by Heads of Department. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

15) Results

Candidate results will be released at the time announced by the School. If a candidate is unable to collect their results there are two alternatives:

1. They can leave a stamped addressed envelope with the Exams Officer
2. The candidate can collect a letter from the Exams Officer that permits a named person to collect their results on their behalf on presentation of the letter.

16) Review of Results (RoR)

RoRs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

- The cost of RoRs will be paid by the candidate
- All decisions on whether to make an application for an RoR will be made by the candidate in liaison with relevant staff.
- All processing of RoRs will be the responsibility of the Exams Officer following the JCQ guidance.

17) Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

- An RoR cannot be applied for once an original script has been returned.
- Processing of requests for ATS will be the responsibility of the Exams Officer.
- The Access to Scripts scheme will operate when results are issued in August to include all A level subjects and all GCSE subjects. Full details will be issued with the results. Urgent photocopies of A2 scripts must be requested within 5 days of the issue of results.
- Requests for a re-mark of a script should be made as soon as possible after the issue of results to avoid delay, particularly when the outcome could affect entry into Higher Education.
- In all cases the correct fees must be paid at the time the request is made. The request cannot be submitted until the correct payment is made and the relevant signatures are present. Requests received after the given deadlines will not be processed.

18) Certificates

Certificates must be collected in person and signed for by one of the following methods:

- In person at the centre
- By a third party, if candidates have informed the centre in advance and the Exams Officer has provided the candidate with a letter, which the person collecting the results must bring with them on the day, along with identification documents to confirm who they are.

Any uncollected certificates will be returned to the Exam Board.

19) Plagiarism

The School will not tolerate plagiarism by students in any year group. Plagiarism in the School's context is defined as follows:

- Copying the work of another student;
- Collaborating with another student on a piece of work, such as nea, where
- Collaboration is unauthorised;
- Copying from a source without attributing the work to the author of that source;
- Downloading information directly from the internet and passing it off as one's own.

The School will not accept for assessment, any work where there is evidence of plagiarism. Plagiarised work submitted for assessment, where that assessment does not form part of an examination qualification, will be returned to the student and the student will be required to complete an original piece of work and/or cite references depending on the nature of the plagiarism.

Cases of plagiarised work submitted for assessment, where that assessment does form part of an examination qualification, will be dealt with according to the relevant examination board's regulations. A student caught copying the work of another student in a public examination or

communicating with another student in a public examination will be dealt with according to the relevant examination board's regulations.

It is the School's professional duty to report to the relevant awarding body any evidence of plagiarism in a public examination or in work to be submitted for assessment, where that assessment forms part of an examination qualification.

Subject teachers will remind students of the School's policy on plagiarism at appropriate times in all Key Stages and will give students guidance, as and where appropriate, on citing references to authors.

At the start of a course leading to a public examination qualification, subject teachers will explain to students the consequences of submitting plagiarised work for assessment.