

# fortismere

## Examination 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.

This exam policy will be reviewed every two years.

This exam policy will be reviewed by the Head of Centre, Deputy Head and the Exams Officer.

## **1. Exam Responsibilities**

### **Head of Centre / Ms Zoe Judge & Ms Jo Davey**

Overall responsibility for the school as an exam centre:

- 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*.

### **Exams Officer / Ms Deniz Ozturk**

Manages the administration of public and internal exams:

- 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, 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
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all exam papers and completed scripts
- 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*
- 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/controlled assessment marks, forwards 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 any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams

### **Heads of Department**

- 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.
- Accurate completion of entry data with adherence to deadlines as set by the Exams Officer.

### **Careers/Connexions**

- Guidance and careers information.

### **Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Heads of Department.

### **SENCos**

- Administration of access arrangements.
- 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.

### **Lead invigilator/invigilators**

- 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 exams office.

### **Candidates**

- Checking exam entries and notifying the Exams Officer of any errors or omissions.
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.

### **Administrative Staff**

- Support for the input of data.
- Posting of exam papers/coursework.

## **2. The Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Heads of Department, Heads of Sixth Form and the Senior Leadership Team.

The statutory tests and qualifications offered are, GCSE, A levels, DIDA's and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

### **At Key Stage 3**

All candidates will take English, mathematics and science. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

Decisions on whether candidates should not take an individual subject or all NCTs will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers and the Head of Key Stage.

### **At Key Stage 4**

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

### **At Post-16**

It is expected that AS modules will be completed during year 12.

## **3. Exam Seasons and Timetables**

### **3.1 Exam Seasons**

Internal exams are scheduled in November for Year 11 Trial Exams, January for Year 12 and Year 13 and in April Year 10 Trial Exams.

External exams are scheduled in May/June.

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Head of Centre.

### **3.2 Timetables**

The Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

## **4. Entries, Entry Details, Late Entries and Retakes**

### **4.1 Entries**

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

A candidate or parent/carer can request a subject entry, change of level or withdrawal from the Head of Department.

The centre does not accept entries from external candidates.

### **4.2 Late Entries**

Entry deadlines are circulated to Heads of Department via email and staff bulletin.

Late entries are authorised by Heads of Department and Exams Officer.

### **4.3 Retakes**

Retake decisions will be made in consultation with the candidates, subject teachers, Head of Post-16, Exams Officer and the Heads of Department.

(See also section 5: Exam fees)

## **5. Exam Fees**

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

BTEC & CIDA initial registration and module fees are paid by the centre.

Late entry or amendment fees are paid by the candidates or departments.

Candidates or departments will not be charged for changes of tier, withdrawals or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework/controlled assessment requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and Post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates.  
(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the examining board uphold the enquiry and it results in a grade change, the fee will be refunded. (See also section 11.2: Enquiries about results [EARs])

## **6. Access Arrangements, Special Needs and The Disability Discrimination Act (DDA)**

### **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, pastoral teacher and the 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 may be granted during the course and in the exam.

### **6.3 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 Exams Officer.

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

For further information, please refer to our Examinations Access Arrangements and Reasonable Adjustment Policy.

A candidate would not be eligible for both an Access Arrangement and Special Consideration for the same circumstances, as this would give the candidate an unfair advantage. Where an Access Arrangement is more appropriate for the candidate's circumstances, this will be put into place by the SENCo.

## **7. Managing invigilators and Exam Days**

### **7.1 Managing invigilators**

External invigilators will be used for exam supervision.

The recruitment of invigilators is the responsibility of the Exams Office.

Securing the necessary Disclosure and Barring Service (DBC) clearance for new invigilators is the responsibility of the centre administration.

DBS 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 centre.

## **7.2 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.

Site management is responsible for setting up the allocated rooms.

The lead 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 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 before the end of a session. Papers will be distributed to Heads of Department at the end of each exam session.

## **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 exams 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.

### **8.2 Clash Candidates**

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

## **9. Special Consideration**

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Any special consideration claim must be supported by appropriate evidence within five 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 along with any relevant evidence by the end of the examination season. The special consideration form will include a short supporting statement written by the exams officer to support the application, this is written at the discretion of the exams officer and supported by the head of centre. It is then at the examining boards discretion as to whether the application is accepted and how much consideration is given. This can range from 0-5% depending on the circumstances.

A candidate would not be eligible for both an Access Arrangement and Special Consideration for the same circumstances, as this would give the candidate an unfair advantage. Where an Access Arrangement is more appropriate for the candidate's circumstances, this will be put into place by the SENCo.

## **10. Coursework/Controlled Assessment and Appeals against Internal Assessments**

### **10.1 Coursework/Controlled Assessment**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Department will ensure all coursework/controlled assessment is ready for despatch at the correct time and the postal administrator will keep a record of what has been sent when and to whom by use of Certificates of Posting.

Marks for all internally assessed work are provided to the Exams Office by the Heads of Subject and are sent to the examining boards as requested.

### **10.2 Appeals against Internal Assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office.

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 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 Mrs S Karp (Assistant Head Teacher), who will decide whether the process used conformed to the necessary requirements
- Mrs Karp's findings will be notified in writing, copied to the Exams Officer and recorded for Awarding Body Inspection.



## **11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)**

### **11.1 Results**

Candidates will receive individual results slips on results days in person at the centre or by post to their home addresses (candidates to provide sae).

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 Head of Centre.

### **11.2 EARs**

EARs may be requested by candidates or centre staff if there are reasonable grounds for believing there has been an error in marking. Fees must accompany the request.

### **11.3 ATS**

After the release of results, candidates may ask the Exams Officer to request a photo-copy of the script, subject to examining board deadlines; the fee must accompany the request

On return of the photo-copied script, the Exams Officer, Teaching Staff and Head of Centre may offer advice on a re-mark of the script.

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 are presented in person and signed for on collection.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates may be withheld from candidates who owe fees.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for six years.

  
Head of Centre  
31/10/2017  
Date

  
Exams Officer

The policy is next due for review on 31/10/2018