



THE COTSWOLD SCHOOL POLICY DOCUMENT

Policy: Examinations Policy

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The purpose of this examination policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- 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 centre's examination processes to read, understand and implement this policy.

This examination policy will be reviewed every two years.

This examination policy will be reviewed by the head of centre and the examination officer.

1. Examination responsibilities

Head of centre / principal

Overall responsibility for the school/college as an examination 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*.

Examinations office manager / Examinations officer

Manages the administration of public and internal examinations and analysis of examination results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all Examinations 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 examination 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 examination papers and completed scripts
- 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*
- identifies and manages examination timetable clashes
- accounts for income and expenditures relating to all examination costs/charges

- organises the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- submits candidates' coursework 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 examination 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 examinations.

Deputy head / vice principal

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

Assistant principal with responsibility for examinations

- Line management of examinations officer.
- Oversight of organisation of all internal and external examinations.
- Management of results day procedures.
- Verification of compatibility of qualifications with DfE statistics (Wolf list, P8, A8 and other headline measures).
- Tables checking statutory returns.

Heads of department

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations officer.

Head of careers

- 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 / faculty.

SENCO

- Administration of access arrangements. Applies for access arrangements using the JCQ *Access arrangements and Guidance relating to candidates who are eligible for adjustments in examinations*
- 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.

Lead invigilator/invigilators

- To help organise students at the start and end of each exam.
- To help provide the correct information and material for successful completion of examinations.
- To help ensure that the conduct of exams takes place within the guidelines set down by the JCQ.
- To refer to the Examinations Officer if it is suspected that malpractice is taking place.

Candidates

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

Administrative staff

- Support for the input of data.
- Posting of examination papers.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the heads of department, heads of sixth form and the senior leadership team.

The statutory tests and qualifications offered are GCSE, A levels, Cambridge Technicals, Cambridge Nationals, BTEC, AEs and ELs.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the examinations office must be informed by the June before the course starts.

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 examinations will be completed during Year 12. A2 examinations will be completed during Year 13.

3. Examination seasons and timetables

3.1 Examination seasons

Internal examinations are scheduled in January, March, April, May, June and July.

External examinations are scheduled in November (GCSE English and Mathematics only), May and June.

All internal examinations are held under external examination conditions.

Which examination series are used in the centre is decided by the head of centre, heads of sixth form and the senior leadership team.

3.2 Timetables

The examinations officer will circulate the examination timetables for both external and internal examinations once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their examination entries by the heads of sixth form, heads of department and the subject teachers.

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

The centre accepts external entries from former candidates only where the subject permits.

4.2 Late entries

Entry deadlines are circulated to heads of department via post.

Late entries are authorised by heads of department and examinations officer.

4.3 Retakes

Retake decisions will be made in consultation with the candidates, examinations officer, head of centre and the heads of department.

(See also section 5: Examination fees)

5. Examination fees

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

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

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

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

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, charges will be made after these times.

Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary coursework 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 second and any subsequent retakes are paid by the candidates. Students returning as external candidates will be charged for the units they retake. (See also section 4.3: Retakes)

Candidates and departments must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 11.2: Enquiries about results [EARs])

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 examination 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, doctor 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 examination, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

6.3 Access arrangements

Making special arrangements for candidates to take examinations 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 examinations officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the examinations officer and centre administration.

7. Managing invigilators and examination days

7.1 Managing invigilators

External invigilators will be used for examination supervision. They will be used for all examinations, some centre teaching staff may be used for internal examinations.

The recruitment of invigilators is the responsibility of the centre administration.

Securing the necessary Disclosure and Barring Service (DBS) 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 centre administration and the examinations officer.

Invigilators' rates of pay are set by the centre administration.

7.2 Examination days

The examinations officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The examination officer, assistant or lead invigilator will start all examinations in accordance with JCQ guidelines.

The HOY may be present at the start of the examination to assist with identification of candidates, when requested, but must not advise on which questions are to be attempted and must not look at the paper.

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 before the end of a session. Papers will be distributed to heads of department/faculty at the end of the examination 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 examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

Heads of Year and the examinations officer are responsible for candidates who are late for their examinations, or do not turn up at all.

8.2 Clash candidates

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

8.3 Special consideration

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate'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 candidate's doctor.

The examinations officer will then forward a completed special consideration form to the relevant awarding body at the end of the examination season.

9. Coursework and appeals against internal assessments

9.1 Coursework

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 is ready for despatch at the correct time and the Examinations officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the examinations office by the heads of department.

9.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the examinations 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 head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the examinations officer and recorded for awarding body inspection.

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

10.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses

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.

10.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Consent is required from the candidate in order to request the remark.

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.

(See section 5: examination fees)

10.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within the deadline set by the examination boards.

If a result is queried, the examinations officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the parent's expense, unless the candidate is on the FSM register.

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

11. Certificates

Certificates are posted (recorded delivery) and collected and signed for.

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for four years.

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

(08 -10-2018)

ratified by Governors and
signed as such by The Chair of Governors