

Examination Policy Document

This document covers matters regarding arrangements and procedures for school staff, candidates and parents/carers involved in External Examinations

Headings for the components of the policy are taken from documents produced by the National Assessment Agency (NAA) and with advice from the NAA's Field Officer.

The policy is intended to be in accordance with the Rules and Regulations produced by the Joint Council for Qualifications (JCQ)

Internal Policies

Examination Specifications and Awarding Body

- Choice of specification and awarding body is the responsibility of the Subject Team Leader (STL)
- Any changes to either specification or awarding body should be made known to the Examination Officer (EO) in Term 1 at the latest

Examination Seasons

- The following seasons are utilised
 - November – Mathematics and Science Module examinations
 - January – AS / A2 unit exams (Not all modules are made available by the awarding bodies during this season)
 - March – Mathematics and Science Module examinations
 - May / June – main GCE, GCSE examination season

Examination Entries

- Departments are expected to decide the entries of the pupils in their area including tiers of entry
- Departments are responsible for the original entries and their subsequent checking
- The awarding body deadlines are available for view on their websites
- The Examination Officer will decide suitable internal deadlines to allow time for entries to be made and checked. This will depend on the season and how many candidates are entered
- Avoidable late entries will be charged to departments
- All AS / A2 entries are automatically aggregated
- Candidates in discussion with departments decide on re-sits
- The school payment policy allows for one free entry for an examination. Further sittings may be charged to the candidate
- All entries will be made to Awarding Bodies by Electronic Data Interchange (EDI)
- During the lifetime of this policy there will be a change to on-line entries

Amendments to Entries

- These will be decided in consultation between candidates / parents / carers with Subject Team Leaders
- The Examination Officer will make clear the deadline for amendments to entries when these are free or result in a refund. Otherwise a charge may be made

Withdrawals

- Decisions regarding withdrawals must be made in consultation between the Head of Year, Subject Team Leader and candidate and parents / carers
- Final decisions regarding withdrawals rests with the Headteacher

Coursework

- The Examination Officer will ensure that all the documentation is available to Subject Team Leaders as soon as possible
- Subject Team Leaders are responsible for ensuring that Awarding Body record sheets are returned to the Examination Officer for despatch to the Awarding Bodies by the deadlines set.
- Subject Team Leaders are responsible for the delivery of coursework to the Examination Officer for despatch to moderators
- The Examination Officer will ensure that all requests for coursework samples are dealt with quickly and in the 5 working days set by the Awarding Bodies.
- The Examination Officer will ensure that all coursework is appropriately packaged
- The School Office Staff will ensure that the packages are posted and a certificate of Posting is obtained for each package

Forecast Grades

- Forecast grades are returned using the Awarding Body Optical Mark Recognition (OMR) sheets
- Subject Team Leaders are responsible for returning these to the Examination Officer for despatch to Awarding Bodies
- During the lifetime of this policy there will be a change to despatch by EDI / on-line

Access Arrangements

- Decisions regarding application for Access Arrangements is made by the SENCo
- The SENCo will arrange for the required testing to be carried out
- The SENCo will provide documentary evidence to support the application
- The Examination Officer will make the application to the Awarding Bodies as appropriate; by form or on-line depending on the circumstance

Examination Clashes

- Examination timetable clashes should be identified by the Examination Organiser SIMS module
- Decisions regarding dealing with clashes will be subject to JCQ regulations. A maximum of 6 hours (GCE) and 5 ½ hours (GCSE) in one day is allowed. Beyond this there is an *option* to move an examination to a different day.
- Candidates receive an individual timetable which has the timetable alterations required to resolve the clash

Paper Storage

- When examination papers arrive at the school's reception, the Examination Officer is informed
- If the package is large or the Examination Officer is unavailable the papers will be locked in the Examination Office
- Papers will be locked in the secure storage as soon as possible after arrival
- There are two sets of keys for the secure store and filing cabinets; one with the Examination Officer and the other in the School Safe.

Invigilation

- Teachers will not be routinely required to invigilate examinations
- The Examination Officer will ensure a pool of invigilators is available to invigilate examinations
- The Examinations officer will organise a schedule for invigilation
- The Subject Team Leader or representative shall be expected to be present at the start of the examination in their subject to ensure correct papers are present and subject specific questions can be answered
- There should be a member of staff present in each large examination in the Main Hall but they are *not* an invigilator so they can be working
- The rates of pay for invigilators is decided by the LA. Timesheets are submitted by the Finance Manager
- Conduct in an examination room is according to JCQ regulations and is the immediate responsibility of
 - The invigilator
 - The member of staff present
 - Leadership team
 - The Examination officer, who will report any breach of regulations to the awarding body

Special Considerations

- JCQ regulations will guide any application for Special Considerations
- Special Considerations may be applied for by
 - Invigilator in the examination room to allow for distraction etc in the room
 - The candidate with supporting evidence eg medical note
 - The Examination Officer if made aware of specific circumstances

Results

- Results received in school will be subject to the regulations in force at the time
- Results received by EDI will not be released to candidates unless specifically stated by the Awarding Bodies
- Results obtained by EDI will be communicated only to The Headteacher and specific other members of the Leadership Team
- Results are made available to candidates on the date published by the awarding bodies

Enquiries About Results (EARs)

- These can be initiated by Subject Team Leaders
- The Examination Officer will ensure that
 - STLs are aware of costs involved
 - Candidates are made aware of the possible consequences of appeals
 - Candidates sign a declaration to confirm that they understand this
 - The correct administration is carried out and transmitted to Awarding Bodies
 - Results of enquiries are communicated to Subject Team Leaders and candidates
- EARs are generally funded through the Examination budget

Policies for Candidates and Parents / Carers

Entries, amendments and withdrawals

- Candidates will receive a Statement of Entry which should be checked thoroughly
- Any amendments (including changes of tier) to entries must be done through the Subject Team Leader
- Any withdrawals must be done following discussion with and approval by, the Head of Year

Fees

- The school will pay for one entry to an exam
- The school may charge for entries in the following circumstances
 - Re-sits
 - If an examination is missed without a reasonable excuse

Access Arrangements

- The final decision as to who is entitled to Access Arrangements remains with the Awarding Bodies
- The SENCo, with advice from the Examinations Officer, will decide which applications should be made to the Awarding Bodies
- Parents / carers will be made aware of the regulations concerning Access Arrangements by the Examination Officer if necessary

Timetable issues

- The default start times of examinations will be
 - 9.00am for morning sessions
 - 11.00am for mid-morning sessions
 - 2.00pm for afternoon sessions
- Candidates will receive an individual timetable stating
 - Start time (this will allow for clashes)
 - Venue
 - Seat
- Seating plans will be displayed outside the Main Hall for all venues
- Timetable clashes are dealt with according to JCQ guidelines

Expectations

- The guidelines published by JCQ in the document Instructions for the Conduct of Examinations will be followed.
- All candidates will receive a copy of the Notice to Candidates (Examinations and Coursework).
- Candidates are expected to wear uniform for all exams.
- Candidates are expected to bring the equipment required for the examination they are sitting e.g. calculators, mathematical equipment, colouring pencils. These should be contained in a see-through pencil case or plastic bag.
- Candidates entering their examination late will be reminded of the regulations.
- Candidates are expected to remain in the examination for the full length of the exam. In exceptional circumstances permission may be given, by the examination officer, subject team leader or invigilator, for candidates to leave early.

Results

- Results for module tests will be released by subject team leaders

- Results for January exams will be available from the examination officer
- Results for Summer Examinations will be available on the day of release from 9.30am
- Candidates unable to collect in person should provide a stamped addressed envelope or a written request to another student or parent.

Post-results

- Requests for Enquiries About Results can be made by subject team leaders or candidates in discussion with subject team leaders
- Candidates will be required to sign the Candidate Consent Form
- Guidelines produced by Awarding Bodies will be followed

Certificates

- For years 11 and 13 these are presented at the Presentation Evening in December
- Candidates unable to attend may collect from reception during January
- Other certificates are presented to candidates individually or in assemblies

Appeals

Internal assessment

- See appendix 1 (This is with reference to procedures only and not the mark given)

External Assessment

- See appendix 2

Appendix 1

Produced to comply with the change to the JCQ regulations for the conduct of external examinations introduced in 2003/4

NOTICE TO GCE/GCSE EXAMINATION CANDIDATES

Internal Assessment Procedure – Appeals

- This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.
- The procedure at this examination centre Somervale School will be supervised by the Examination Officer. Information will be available from the Examinations Office. The Head of Centre / Headteacher will be aware of the details of all appeals in progress, and advised of their outcome.
- Any appeal will be considered by at least three members of Somervale School staff, including your Tutor.
- You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.
- A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- All Appeals will include a review of the procedure used at Somervale School to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- You must complete the relevant form at least two weeks before the date of the final written examination paper in the subject that exam session. An internal Appeal will be resolved by the date of the final written examination paper of the session.
- Somervale School will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at Somervale School and full details of any Appeal will be made available to the Awarding Body on request.

How do I make an Appeal?

- ✓ You should seek advice from your Tutor, or relevant subject staff.
- ✓ If you wish to make an Appeal, please fill in the 'FORM FOR THE LOGGING OF STUDENTS' COMPLAINTS'. A blank copy of this will be available from the Examinations Office.
- ✓ Return the completed form to the Examinations Office.

Appendix 2

INTERNAL APPEALS PROCEDURE

The Code of Practice requires Centres offering their examinations to commit themselves to ensuring that "published appeals procedures relating to internal assessment decisions are made widely available and accessible to all candidates".

A Centre should:

- have a written appeals procedure
- inform candidates that an appeals procedure relating to internal assessment decisions exists within the Centre
- let candidates have access to a copy of the internal appeals procedure.

STAGE 1

If a candidate is unhappy about the mark awarded for internal assessment s/he should proceed as follows.

1. S/he should ask the subject teacher to explain why the mark was given.
2. If not satisfied with the explanation s/he receives s/he should see the Head of Department concerned.

STAGE 2

If the candidate still does not understand, or does not accept, the mark which has been awarded s/he can go to an appeals panel.

- the panel is to consist of 3 people: the member of staff concerned, the Head of Department and a member of Senior Management unconnected with the subject concerned
- if the Head of Department is the teacher who awarded the disputed mark another member of the Department should be on the panel
- the candidate can be supported in the presentation of her case by a parent, guardian or friend
- a written record should be kept of the proceedings and should include the outcome of the appeal and the reasons for that outcome
- a copy of the records should be sent to the candidate
- appeals should include a review of the procedures used by the Centre to award marks for internal assessment and should consider whether those procedures were in conformity with the requirements of the Awarding Body and the Code of Practice
- all appeals should have been resolved by the date of the last externally assessed paper of the examination series
- the centre must inform the Awarding Body of any outcome of any appeal.