



To Inspire and be Inspired

St Brigid's School
Examination policy

Report Author	RJ/LB
Ratified by Governors	April 20 th
Review date	Annually
Status	Ratified

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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
- To ensure transparency and compliance with examination board and government guidelines

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 annually.

This examination policy will be reviewed by the Head of Centre (the Headteacher) and the Examination Officer.

1. Examination responsibilities

Head of Centre

Overall responsibility for the school as an examination centre:

- Advises on appeals and re-marks in cooperation with the Examination Officer
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examination and assessments*.

Examinations Officer

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

- Advises the Senior Leadership Team (SLT), 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 controlled assessments are completed on time and in accordance with JCQ guidelines.
- Receives, checks and stores securely all examination papers and completed scripts.
- In cooperation with the Additional Learning Needs Coordinator (ALNCO), administers access arrangements and makes applications for special consideration using the JCQ's 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.
- Organizes the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations.
- 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.
- Submit candidates' controlled assessment marks, tracks despatch and stores returned controlled assessment 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/remark requests.
- Maintains systems and process to support the timely entry of candidates for their examinations.
- Responsibility of all posting and signing of examination papers to the correct address on the same day or morning after.

Senior Leadership Team

- Organisation of timetabling for teaching and learning of examination classes.
- External validation of courses followed at Key Stage 4 / Post -16

Subject teachers

- Guidance and pastoral care of candidates who are unsure about examination entries or amendments to entries.
- Accurate completion of controlled/assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Notification of access arrangements (as soon as possible after the start of the course)
- Submission of candidates' names to heads of department/school/curriculum.

Learning Coach

- Guidance and careers information pre and post examinations

SENCO

- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements.
- Provision of relevant additional learning support to help candidates achieve their course / examination aims.

Lead Invigilator / Invigilators

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Supervision and adherence of the JCQ guidelines for examinations

Candidates

- Confirmation and signing of 'Statement of Entry' form.
- Understanding controlled assessment regulations and signing a declaration that authenticates the work as their own.
- Adherence to examination protocol and guidelines

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the Senior Leadership Team in discussion with the Governing Body.

- The statutory tests and qualifications offered are GCSE, GCE and BTEC.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.
- Decisions around which qualifications students are entered for are made in discussion with student, parents/carers, subject teachers, the school ALNCO and SLT.

3. Examination seasons and timetables

- Internal examinations are scheduled in November
- External examinations are scheduled in November, January, May and June.
- Once confirmed, the Examinations Officer will circulate the examination timetables for external examinations.

4. Entries, entry details and late entries

- Candidates are selected for their examination entries by the subject teachers .
- Candidates, or parents / carers, can request a subject entry, change of level or withdrawal.
- Entry deadlines are circulated to subject teachers, SLT and pupils via e-mail and notices.
- Late entries are authorized by the Examinations Officer.

5. Examination Fees

- The centre will pay all first time and early entry examination fees on behalf of candidates.
- Late entry, re-sits or amendment fees after the deadline are paid by the candidates.
- Further details of Examination fees are outlined in the school Charging Policy.

6. The Disability Discrimination Act (DDA), Special Educational Needs and access arrangements

- **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 and guidance are consistent with the law.

- **Special Educational Needs**

A candidate's special educational needs requirements are determined by the relevant agencies in cooperation with the school ALNCO and parents/carers.

The ALNCO 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 ALNCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

The ALNCO will liaise with parents/carers to inform them of access arrangements which are in place.

- **Access Arrangements**

Making special arrangements for candidates to take examinations is the responsibility of the ALNCO and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examination Officer.

Rooming for access arrangement candidates will be arranged by the ALNCO with the Examinations Officer.

Invigilation and support for access arrangements candidates will be organized by the ALNCO with the Examinations Officer.

7. Managing invigilators and examination days

- External invigilators will be used for external examinations. The recruitment of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary DBS, formally CRB, 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 Examinations Officer.
- Invigilators' rates of pay are set by Denbighshire County Council.
- 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.
- The Examinations Officer is responsible for setting up the allocated rooms.
- The Examination Officer / lead invigilator will start all examinations in accordance with JCQ guidelines.
Subject staff may be present in practical examinations 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.

8. Candidates, clash candidates and special consideration

- 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.
- The Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.
- The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.
- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre, the Examinations Officer, or examination invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three 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 within seven days of the final examination.

9. Controlled assessment / coursework and appeals against assessments

Candidates who have to prepare controlled assessments / coursework should do so by the end of the course.

Subject teachers will ensure all controlled assessments / coursework are ready for dispatch at the correct time. 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 subject teachers.

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 controlled assessment/ coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by June 30th 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 the awarding body inspection.

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

- Candidates will receive individual results slips on results days either in person at the centre, by email or by post to their home address (candidates provide sae). In exceptional circumstances, candidates can be informed by telephone.
- 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.
- EARs may be requested by the centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the Examinations Officer, subject teachers and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- 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. A list of charges is available from the Examination Officer.
- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- 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.
(See also section 5: Examination fees)

11. Certificates

- Certificates are collected and signed for by candidates.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorized to do so.
- Candidates who require a replacement certificate will need to contact the appropriate board. There will be a cost incurred.
- The centre retains certificates for six years.

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Head of Centre

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Examinations Officer