

Leasowes High School  
Kent Road  
Halesowen  
West Midlands  
B62 8PJ  
T: 01384 816285  
F: 01384 816286  
info@leasowes.dudley.sch.uk  
www.leasowes.dudley.sch.uk



# Examinations Policy

<b>Department Owner:</b>	
<b>Author:</b>	P Moran/C Hodcroft
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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 annually and then be presented to governors for acceptance.

This exam policy will be reviewed by a member of the senior leadership team and the Exams Officer and then taken to governors for ratification.

## 1. Exam responsibilities

### Head of centre

Overall responsibility for the school as an exam 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*.

*In reality these duties would normally be delegated to the E.O..*

### Examinations Manager

Manages the administration of public and internal exams and analysis of exam results:

- 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 external 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
- 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 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 expenditures relating to all exam costs/charges
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- 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 exam 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 exams.
- Arranges for the setting up of examination rooms

### **Senior Deputy Head Teacher**

- In consultation with E.O. and Data Manager prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years.
- Line management of examinations
- Will cover examination administration in the event of the E.O. not being present.

### **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 mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- Informs E.O. of any planned changes to specifications.
- Is available to be present at the discretion of the Head of Centre and EO at the start of all examinations for subjects within their department or delegates this responsibility to another manager within the department.

## **Subject teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate entry data to heads of department.

## **BTEC Lead Internal Verifier**

### **What are the responsibilities of a Lead IV?**

There are two key responsibilities, firstly to gain and maintain accreditation for the role with Edexcel and secondly to support internal assessment and verification within the centre.

In order to be recognised as a Lead IV by Edexcel each individual will need to:

- register initially with Edexcel via Edexcel Online.
- reconfirm registration each year via Edexcel Online.
- undertake compulsory centre induction training in the implementation year.
- successfully complete the online accreditation process.

In order to support internal assessment and verification within the centre each individual will need to:

- ensure adequate development for assessors and Internal Verifiers. This can be through the use of the practice exercises linked to Lead IV accreditation.
- ensure that there is an agreed assessment and verification strategy, which is fit for purpose and meets regulatory requirements.
- ensure activity is in line with the strategy.
- ensure that records of assessment and verification as well as samples of learner work are retained for scrutiny by Edexcel, which should include examples of work that have been assessed and verified at different levels and grades.
- liaise with the Standards Verifier, if allocated, to ensure that appropriate samples of assessed and verified learner work are available for sampling.
- disseminate information about standards to other Internal Verifiers and assessors to ensure that assessment decisions/outcomes across the centre are to national standards.

## **SENCO**

- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements.

- administers access arrangements using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages,— to help candidates 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.
- Ensure examination rooms conform to JCQ requirements.

### **Candidates**

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Punctual attendance at all examinations for which an entry has been made for them.
- Adherence to examination regulations as published by awarding bodies or the college.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the heads of curriculum, heads of subject and the heads of department.

The statutory tests and qualifications offered are GCSE, GCE, BTEC, Technical Awards any other approved Level 2 qualification and Entry Level.

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

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, heads of subject and the Student Achievement Managers.

At key stage 4

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

### **3. Exam seasons and timetables**

#### 3.1 Exam seasons

Internal exams are scheduled in November, January, March and June

External exams are scheduled in May and 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 and the Heads of Department.

#### 3.2 Timetables

Once confirmed, the Exams officer will circulate the exam timetables for external exams.

### **4. Entries, entry details and late entries**

#### 4.1 Entries

Candidates are selected for their exam entries by the subject teachers.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal. A charge/deposit may be made if this goes against advice from teaching staff.

The centre does accept entries from external candidates.

#### 4.2 Late entries

Entry deadlines are circulated to heads of department via the school computer system, notice board and in written form.

Late entries are authorised by the heads of department and Exams Officer.

### **5. Exam fees**

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by departments where they are as a result of late submission of information to the E.O.

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.

## **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. The centre also applies the Disability Discrimination Act 2010 to the provision of examinations. 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 assessed by the SENCO.

The SENCO will liaise with the E.O. and 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 (if it differs from the published timetable). The SENCO can then inform individual staff of any special arrangements that individual candidates can 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 and the Exams Officer.

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

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 SENCO with the Exams Officer.

## **7. Estimated grades**

Estimated grades



The heads of subject will submit estimated grades to the Exams Officer when requested by the Exams Officer.

## **8. Managing invigilators and exam days**

### 8.1 Managing invigilators

External invigilators will be used for internal exams and external exams.

The recruitment of invigilators is the responsibility of the senior leaders.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

CRB 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 administration.

### 8.2 Exam days

The Exams Officer/Deputy Headteacher 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 opening up the allocated rooms in time for a designated team of students to set up the 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 subjects of a practical/technical nature it may be necessary for a specialist teacher to be present throughout the exam.

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 the exam session or after the papers have been despatched.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

## **9. Candidates, clash candidates and special consideration**

### 9.1 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/invigilator 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.

### 9.2 Clash candidates

The exams Officer/Deputy Headteacher will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### 9.3 Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's parent or candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration application to the relevant awarding body within seven days of the exam.

## **10. Coursework and appeals against internal assessments**

### 10.1 Coursework

Candidates who have to prepare coursework should do so by the deadlines given by subject teachers.

Heads of department will ensure all coursework is despatched at the correct time. Address labels will be provided by the E.O. Heads of departments should ensure that admin staff obtain a Certificate of Posting for all parcels despatched for their subjects.

Marks for all internally assessed work and estimated grades are provided to the exams office by the heads of department.

## 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 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 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 either in person at the centre or by post to their home addresses (candidates to provide sae). If no sae is provided results slips will be held in reception for collection at a later date.

Arrangements for the school to be open on results days are made by the Exams Officer.

The provision of staff on results days is the responsibility of the Exams Officer/head of centre.

### 11.2 EARs

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

If a result is queried, the Exams Officer, teaching staff 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.

### 11.3 ATS

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.

(See also section 5: Exam fees)

## 12. Certificates

Certificates are presented in person.

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

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

## 13. Contingency Plan for Examination Administration

In the event of the Examinations Manager being absent at any stage of the examination cycle the appropriate line manager (the Senior Deputy Headteacher) within the SLT will step in to manage the role. The Senior Deputy is a former Examinations Officer and is fully conversant with all aspects of the examination cycle. In addition a second Deputy acts as BTEC Quality Nominee and would be able to step in, if needed, to administer the BTEC and other vocational qualifications. Should either of the Deputies be unable to fulfil this role then the school would be able to call upon assistance from one or more of five other Examination Officers within the Invictus Education Trust.

In the event of an unforeseen emergency where the school was unable to accommodate students for their examinations we would look to one/both of our neighbouring schools (The Earls High School & Windsor High School) with whom we have had a long established understanding, to assist. Both of these schools are close enough to our own that students would be able to

travel to them directly. There may be a need to transport examination desks and chairs to enable the increased number of students to be accommodated.

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**Head of Centre**

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**Exams Officer**

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**Date March 2019**

Approved by Governing Body on ...../...../20

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The policy is next due for review in March 2020