



Examinations & Assessments Policy

Chew Valley School

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1.1 Rationale

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 Headteacher, Examinations Officers and the Governors.

2.1 Examination Responsibilities

Examination responsibilities are with the Examination Officers on behalf of the Head of Centre. Overall responsibilities for the school as an Exam Centre include:

- Advising on appeals and re-marks
- Reporting all suspicions or actual incidents of malpractice. The Head of Centre is responsible and should refer to the JCQ document "*Suspected Malpractice in Examinations and Assessments*"

2.2 The Examinations Officer(s)

The Examinations Officer manages the administration of public and internal examinations held by the centre. The Examinations Officer:

- Advises the Senior Leadership Team (SLT), Curriculum Leadership Team (CLT), class teachers and other relevant staff on annual examination timetables and procedures as set by examination boards
- Oversees the production and distribution to staff, Governors and candidates of an annual calendar for all examinations and assessments in which candidates will be involved
- Regularly communicate with staff key events and deadlines relating to examinations
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- Ensures candidates are given JCQ notices, a copy of the "*Information for Examination Students*" handbook and any other appropriate material
- Update the *Exams and Controlled Assessments* page on the Chew Valley School website
- Will consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms data on estimated entries to examination boards
- Receives, checks and stores securely all examination papers, controlled assessments, ISAs and completed scripts
- Assist Deputy Headteacher with the analysis of examination results
- Administers Access Arrangements and makes applications for Special Consideration with the SENCO 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/expenditures relating to all examination costs and charges

- Line manages the recruitment, training and monitoring of a team of Examination Invigilators responsible for the conduct of exams
- Submits candidates' coursework marks to examination boards, and tracks dispatch and delivery of centre coursework and papers
- Arranges for the dissemination of exam results and certificates to candidates
- Forwards any Enquiries About Results (EARs) requests including Access to Scripts (ATS) and, in discussion with SLT, any appeals to the examination boards
- Maintains systems and processes to support the timely entry of candidates for their examinations
- Organises the Year 11 GCSE Certificate Presentation Evening in the Autumn term

2.3 The Deputy Headteacher

The Deputy Headteacher:

- Organises Teaching and Learning
- Ensures external validation of courses followed at Key Stage 4 and Post-16
- Analyses the exam results with the assistance of the Examinations Officer and Data Manager

2.4 Heads of Faculty / Department

The Heads of the Faculty and Heads of Department:

- Provide guidance and pastoral oversight of candidates who are unsure of exam entries or amendments to entries
- Ensure accurate completion of coursework mark sheets and declaration sheets
- Ensure accurate completion of all other examination and assessment sheets
- Where appropriate and with the Examinations Officer, input e-submission forms for awarding bodies.
- Adhere to deadlines set by the Examinations Officer
- Are involved in post-results procedures including the analysis of grades using examination board results services and recommendation of candidates for post results services

2.5 Network Manager / ICT Technicians

The Network Manager and ICT Technicians:

- Will check exam laptops and IT equipment including MP3 players and IT devices in the room to ensure all necessary equipment and arrangements are in place prior to an exam.
- Will ensure the correct software is installed for the exam being undertaken, including specialist reading software, and that candidates are able to perform opening and saving routines correctly.

2.6 Head of Careers

The Heads of Careers provides guidance and careers information to candidates

2.7 Teachers

Teachers:

- Provide notification of Access Arrangements (as soon as possible after the start of the course) to the SENCO
- Submit candidate names to the Head of Department or Head of Faculty
- In MFL speaking and listening examinations, the teacher will ensure that the correct equipment is available to undertake the exam and test it is working.

2.8 The SEN Co-ordinator (SENCO)

The SEN Co-ordinator:

- Organises the administration of Access Arrangements

- Identifies and organises the testing of candidate's 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.
- Works with the Examinations Officer to deploy resources and staff for students with Access Arrangements in Examinations

2.9 Lead Invigilators and Invigilators

The Lead Invigilator and Invigilators:

- Attend briefings with the Examinations Officer on new examination regulations and requirements
- Read and adhere to the JCQ regulations distributed by the Examinations Officer
- Collect exam papers and other materials from the Exams Office before the start of examinations
- Collect all exam papers in the correct order at the end of the examination
- Supervise candidates who have a clash of examinations on the Centre's behalf
- Notify the Examinations Officer of any incidents or warnings given or suspected malpractice

2.10 Candidates

All Candidates of the Centre:

- Must check their individual entries on the Insight Portal
- Must attend the exam at the correct time and venue
- Will ensure they come to each examination appropriately dressed with the correct equipment
- Must understand coursework regulations and sign a declaration that authenticates coursework as their own

3.1 Statutory Tests and Qualifications Offered at the Centre

The Head of Centre, Deputy Headteacher and Heads of Faculty / Department decide upon the syllabus to be taught. The statutory tests and qualifications offered at this centre are GCSE, AS Levels, A Levels, Cambridge Nationals and Cambridge Technicals.

The subjects offered for these qualifications in any academic year will be found in the school prospectus. If there is a change of syllabus from the previous year, the Exams Office must be informed during Term 6 prior to the commencement of the new course.

At Key Stage 3, candidates are assessed by internal examination and teacher assessment.

At Key Stage 4, all candidates will be entitled to achieve an entry for qualifications from an external awarding body in each examined subject.

At Post-16, candidates take either linear or modular courses leading to examinations and accreditation at the end of either Year 12 or Year 13.

4.1 Exam Seasons

For Year 11 Candidates, internal examinations (mocks) are scheduled in December. External examinations are scheduled for November, May and June.

All internal examinations are held under external exam conditions.

4.2 Timetables

The Examinations Officer will circulate the exam timetables for both internal and external examinations once these have been confirmed.

The timetable for Y11 internal examinations will take place in the last two weeks of term. Year 12 internal examinations will take place in January and Year 13 internal examinations will take place in April.

Individual Timetables for candidates taking external examinations will be placed on Insight Parent Portal.

5.1 Entries

Candidates are selected for their exam entries by the Heads of Faculty, Heads of Department and Subject Teachers. Alteration to the tier of entry or withdrawal from an examination is made in consultation with Heads of Faculty, Subject Staff, Parents and Carers.

The centre does not accept entries from external candidates.

5.2 Late Entries

Entry deadlines are circulated to Heads of Faculty via official mark sheets. Late entries are authorised by Heads of Faculty.

5.3 Retakes

In Year 12 candidates are allowed to retake English Language and Mathematics GCSE in the November series. There are no other November series entries authorised for GCSE.

AS/A2 retake decisions will be made in consultation with the candidates, Head of Post-16, Examinations Officer and Heads of Faculty.

6.1 Exam Fees

GCSE, AS and A2 initial registrations and exam entry fees are paid for by the Centre. Retake fees for the first and any subsequent retakes are paid for by the candidates before the entry is made.

Candidates wishing to use the Centre to sit BMAT, HAT or similar examinations will be required to pay the entry fee and cost of external invigilation as necessary.

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.

Late entry or amendment fees are paid by the department.

Reimbursement will be sought from candidates who fail to sit an exam or do not 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.

Candidates may pay the fee for Enquiry about Results (EARs) when the enquiry is made. The result will be communicated to the candidate, and where a grade improves the candidate will be reimbursed.

7.1 The Equality Act 2010

The Equality Act 2010 extends the application of the Disability Discrimination Act (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.

7.2 Special Needs

A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

The SENCO will inform the Exams Officer of candidates with special educational needs who are embarking on a course leading to an exam. The Exams Officer can then inform individual staff of any Access Arrangements that individual candidates may be granted during the course and in the exam.

7.3 Access Arrangements

Identifying the candidates eligible for Access Arrangements is the responsibility of the SENCO. Submitting completed Access Arrangement applications to the awarding bodies through Access Arrangements Online is the responsibility of the Examinations Officer in conjunction with the SENCO or Specialist Assessor. Rooming for Access Arrangement candidates will be arranged by the Examinations Officer in consultation with the SENCO. Invigilation and support for Access Arrangement candidates will be organised by the SENCO with the Examinations Officer.

Invigilation for students with Readers / Scribes and more complex support needs will be provided by Learning Support Assistants and allocation will be organised by the SENCO in conjunction with the Examinations Officer.

8.1 Managing Invigilators and Exam Days

External invigilators will be used for all exam supervision. The recruitment of invigilators and securing the necessary Disclosure and Barring Service (DBS) clearance is the responsibility of the Centre administration. 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 the Centre administration.

8.2 Exam Days

The Examinations Officer will arrange to book all exam rooms 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.

The Head of Faculty should be present outside the exam hall at the start of the exam to assist with the identification of candidates. Subject staff may not be present in the exam room and must not have access to the exam paper. Exam papers must not be removed from the exam room before the end of a session. Papers will be distributed to Heads of Faculty at least 24 hours after the examination has ended.

In practical exams subject teachers may be on hand in case of any technical difficulties.

9.1 Candidates, Clash Candidates and Special Consideration

The Centre's published rules on acceptable dress, behaviour and candidates' use of prohibited devices apply at all times.

Candidate's personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

Candidates may only bring water in a clear plastic bottle into the exam room unless prior medical notification has been given. Teachers are not permitted to enter the exam room before the start of the exam.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose requiring immediate return, in which case an Invigilator / member of staff must accompany them.

The Examinations 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 Examinations Officer will be responsible, as necessary, for processing documentation to secure exam board permission for identifying a secure venue and arranging overnight stays if required.

9.3 Special Consideration

Should a candidate be too ill to sit an exam, become ill during the exam itself, suffer bereavement or other trauma it is the candidate's responsibility to alert the Centre, or an invigilator, to that effect.

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 in the case of illness. The Examinations Officer will then forward a completed Special Consideration form to the relevant awarding body within seven days of the exam.

9.4 Exam Disruption

In the event of exam disruption, the Examinations Officer will refer either to the JCQ Advice to Centres – Severe Weather Conditions document or the Ofqual Joint Contingency Plan, as appropriate.

10.1 Contingency Planning

The school has plans in place for Fire / Evacuation of examination venues, or if specific problems with a venue occur.

Illness of invigilators is covered through the use of Learning Support Assistants (LSAs) and other Support Staff who are fully briefed on examination procedures. Absences of the Examinations Officer on an examination day will be covered by James Webber, Associate Assistant Headteacher in consultation with the Head of Centre.

11.1 Coursework and Appeals against Internal Assessment

Candidates who have to prepare portfolios should do so by the Centre-defined date. Heads of Faculty will ensure all coursework is ready for despatch 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 by to the Examinations Officer by the Heads of Faculty after ensuring they are correct.

The delivery and conduct of Controlled Assessment is detailed in a separate policy.

11.2 Appeals against Internal Assessments

The Centre is obliged to publish a separate procedure on this subject, which is available, on application, from the Headteacher's PA.

The main points are:

- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Candidates may also appeal if they feel they have been disadvantaged by the process leading to an assessment

- Appeals should be made in writing by 30th June to the Head of Centre, 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

12.1 Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Candidates will have access to their results at 9:00 a.m. on Results Day via the Insight Parent Portal. Any student without access will receive an individual results slip on Results Day either in person at the Centre or if the candidate provides a self-addressed envelope to the centre in advance - by post to their home address.

Results will not be given to a third party without prior permission of the candidate. Results cannot be conveyed to the candidate by the Exams Office over the phone.

Arrangements for the school to be open on Results Day are made by the Examinations Officer and the Head of Centre. The provision of staff on Results Day is the responsibility of the Head of Centre.

Costs for Enquiries about Results (EARs) are detailed in the Information for Examination Students Handbook.

12.2 Access to Scripts

Candidates, in consultation with subject staff, may request the return of papers by the deadline set by the Centre. Scripts will arrive to the Centre by early November. Candidates must make payment prior to Access to Scripts (ATS) being actioned on their behalf.

12.3 Enquiries about Results (EARs)

Enquiries about Results (EARs) may be requested by Centre staff of candidates if there are reasonable grounds for believing there has been an error in marking.

Candidates must make payment and sign a consent form prior to EARs being actioned on their behalf.

Centre staff may also request scripts for teaching purposes. Consent of the candidate must be obtained beforehand.

GCSE / GCE re-marks cannot be applied for once an original script has been returned.

13.1 Certificates

Certificates are presented in person and signed for by the candidates. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing.

Certificates are not withheld from candidates who owe fees.

The centre will retain certificates for one calendar year.

Policy agreed by governors: December 2015

Policy to be reviewed: December 2017