



Examinations Procedures and Responsibilities

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WOOD GREEN SCHOOL - Examinations Policy and Procedures

The policy purpose

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.

The examination policy will be reviewed annually.

Examination responsibilities

Having overall responsibility for the school as an examination centre, the Head of Centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

The Examinations Manager

Manages the administration of public and internal examinations:

- advises the leadership team, subject and class teachers and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies.
- oversees the production and distribution to staff 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 publications Access arrangements, reasonable adjustments and special consideration.
- 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 LT, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their examinations.

Deputy Head

- Organises teaching and learning.
- Manages external validation of courses followed at key stage 4/post-16.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Department.

The SENCo is responsible for:

- Liaising with the Examinations Manager to ensure that the needs of students with access requirements for examinations are met
- 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.
- Provision of support in examinations where allowed e.g. readers or scribes

Lead invigilator/invigilators are responsible for:

- 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.
- Conducting each examination as per the JCQ rules in relation to supervision of the examination room, security of papers etc.

Candidates are responsible for:

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

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre, Governors, Leadership Team and Heads of Departments.

The qualifications offered are GCE, GCSE, BTecs 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. If there has been a change of syllabus from the previous year, the examinations office must be informed by 30/11/2017.

Informing the examinations manager of changes to a syllabus is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Heads of Year, Deputy Heads and where appropriate the SENCo and Parents/Carers.

Examination series and timetables

Examination seasons

Internal examinations and assessments are scheduled in January, February, April, July and November.

External examinations and assessments are scheduled in May, June, July and November.

The Head of Centre, Leadership Team and Heads of Department decide which examination series are used in the centre.

Timetable

Once confirmed, the Examinations Manager will circulate the examination timetable for internal examinations and external examinations.

Entries, entry details and late entries

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Candidates are selected for their examination entries by Heads of Department, Heads of Year and the Leadership Team.

Candidates or parents/carers can request a subject entry, change of level or withdrawal subject to approval from the school.

The centre accepts entries from former candidates only subject to payment of fees.

The centre does not act as an examination centre for other organisations.

Entry deadlines are circulated to Heads of Department via email.

Late entries are authorised by Deputy Head.

GCSE, AS and A2 retakes are allowed.

Retake decisions will be made in consultation with the Leadership Team, Heads of Department, Heads of Year and candidates and may be subject to individual candidate fees being due.

Examination fees

Examination fees

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.

GCSE, AS and A2 entry examination fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments, Centre and Candidates.

Fee reimbursements are sought from candidates who decide to sit an examination after the late entry/withdrawal deadline/fail to sit an examination/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidates at GCSE, AS and A2.

Disability Discrimination Act

Disability Discrimination Act

All examination centre staff must ensure that the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006 are met.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the requirements of the DDA by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Heads of Department, the Examinations Manager and SENCo.

Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

A candidate's access arrangements requirement is determined by the SENCo, Doctor and Educational psychologist/Specialist teacher. An application is then made to the Examination Boards to allow the needs to be met under the examination conditions.

Making access arrangements for candidates to take examinations is the responsibility of both the SENCo and Examinations Manager.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and the Examinations Manager.

Rooming for access arrangement candidates will be arranged by the SENCo with the Examinations Manager.

Invigilation and support for access arrangement candidates will be organised by the SENCo with the Examinations Manager.

Contingency planning

Contingency planning for examinations administration is the responsibility of the Leadership Team and the Examinations Manger.

Private candidates

Managing private candidates is the responsibility of the Examinations Manger.

Estimated grades

Estimated grades

Heads of Department are responsible for submitting estimated grades to the Examinations Manager when requested by the Examinations Manager.

Managing invigilators

Managing invigilators

External staff are used to invigilate examinations.

These invigilators will be used for internal examinations and external examinations.

Recruitment of invigilators is the responsibility of the Examinations Manager.

Securing the necessary Criminal Records Bureau (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 Examinations Manager.

Invigilators rates of pay are set by the Centre Administration.

Malpractice

The Leadership Team is responsible for investigating suspected malpractice.

Examination days

The Examinations Manager 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 lead invigilator/invigilator will start all examinations in accordance with JCQ guidelines.

A Deputy Head or Assistant Head may be present at the start of the examination to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

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 at the end of a session.

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

Candidates

Candidates

JCQ rules apply at all times in the examination rooms. These are prominently displayed both inside and outside the examination rooms.

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices also apply.

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 are expected to stay for the full examination time.

Candidates may only leave the examination room for a genuine purpose and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times.

The Examinations Manager is responsible for handling late or absent candidates on examination day or subsequently.

Clash candidates

The Examinations Manager will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight supervision orders where appropriate.

Special consideration

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 Manager, or the examination invigilator, to that effect.

The candidate may support any special consideration claim with appropriate evidence by providing a letter from the candidate's doctor.

The Examinations Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the last date of the examination in the series for the student(s) concerned. Any special consideration

is given at the discretion of the awarding body and is in no way determined by the Centre.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

It is the duty of Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The Examinations Manager will assist by keeping a record of the recipient details.

Marks for all internally assessed work and estimated grades are inputted to the online system of the relevant Exam Board by the Heads of Department, and a copy of the information retained.

Appeals against internal assessments must be made by as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Examinations Manager.

Results

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

Candidates will receive individual result slips on results days, in person at the centre.

Arrangements for the centre 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 Examinations Manager.

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the Examinations Manager, 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 support a candidate's or parent's request for 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. Details of the post-

results services and deadlines will be made available to students on or near to results days.

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.

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

Certificates

Certificates

Certificates are presented in person, collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing.

The centre retains certificates for three years.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

