



St Hugh's School

Examinations Policy
Examinations Procedures

1. Exam responsibilities:

Head Teacher:

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*".

Exams Officer/Exams Office manager:

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

- Reports directly to the Senior Leadership Team.
- Advises the Senior Leadership Team, subject and class teachers 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 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
- Administers access arrangements and 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 training and monitoring of a team of exams invigilators
- Responsible for the conduct of exams
- 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
- 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.

Subject Leaders:

- 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.

- Notification of access arrangements (as soon as possible after the start of the course).

Teachers:

- Submission of candidates' names to curriculum leaders.

Lead invigilator/invigilators:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Invigilate examinations in accordance with JCQ regulations.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates:

- Candidates are provided with details of the exams and coursework units for which they have been entered. It is the candidate's responsibility to ensure that he/she has been entered for the correct exam, and when and where the examination will take place.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2. The statutory tests and qualifications offered:

The statutory tests and qualifications offered at this centre are decided by the head teacher, subject leaders and the senior leadership team.

All changes to tests and qualifications offered by the centre are communicated to the exams office, prior to the commencement of the academic year. The statutory tests and qualifications offered are; GCSE, Entry Level and BTEC.

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:

Exam seasons:

Subject leaders have responsibility for giving the Exams Office the appropriate notice period for scheduling of internal exams which contribute to summative assessment.

External exams are scheduled throughout the academic year and on demand with the appropriate notice adhered to. Subject Leaders must liaise with the Exams Office to oversee and plan the scheduling of exams for their area. This includes decisions on exams series.

All internal exams are held under external exam conditions.

Timetables:

The exams office will display timetables of all external exams. The Exams office and Senior Leadership Team will add room details. The allocation of invigilators will be the responsibility of the Exams Office and Senior Leadership Team.

4. Entries, entry details and late entries:

Entries:

Normally candidates are selected for their exam entries by the Subject Leader. However, a candidate has the right to request a subject entry, change of level or withdrawal but there would be an expectation that this would be following discussion with the Subject Leader.

The centre will accept entries from external candidates and act as an Exam Centre for other organisations upon request.

Entry Details:

All individual candidate statements of entry will be sent to parents and carers. The Exams Office will accept withdrawals, amendments and changes of tier, up to the dates set by the Awarding Organisations. These deadlines are available from the Exams Office or the Awarding Organisation websites.

Late Entries:

Late entries are authorised by the Examinations Team.

Entry deadlines are available from the Exams Office or the Awarding Organisation websites.

Under extreme circumstances, very late entries will be accepted but these will be subject to a fee levied by the Awarding Organisation.

Resits:

Re-sit decisions are made in consultation with the Subject Leader, Exams Office and the candidate.

5. Exam fees:

The centre will pay all normal exam fees on behalf of candidates where the candidate is entering the exam for the first time.

Reimbursement of fees will be sought from candidates who do not meet the necessary coursework requirements without medical evidence or proof of other mitigating circumstances. The school will charge the standard examination fee or any timetabled exam or assessment missed without supporting evidence.

Resit fees are the responsibility of the candidate, unless there exceptional circumstances i.e.: financial hardship, schools discretion etc. delivery of all cash and cheques to the school finance officer.

6. The Disability Discrimination Act (DDA), special needs and access arrangements:

The Disability Discrimination Act 2010 extends the application of the 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.

Candidates who may require access arrangements are identified during the admissions process or enrolment. Applying for access arrangements via the JCQ AAO tool is the responsibility of the Exams Office.

7. Estimated grades:

The Subject Leaders will submit estimated grades to the Exams officer when requested, in order to meet the Awarding Organisation deadlines.

8. Managing invigilators and exam days:

It will be normal practice to use internal invigilators who have not been part of the delivery or preparation of the assessed components or controlled assessments.

External invigilators may be used for all exams apart from some will be used for internally assessed components or controlled assessments.

The recruitment of Invigilators is the responsibility of the Exams Office. 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 and rates of pay are set by the centre.

Exam days:

- The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- The Examinations Team is responsible for setting up the allocated 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 the identification of candidates but must not advise on which questions are to be attempted.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by Subject Leaders, or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders the following day.
- 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:

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 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.
- Students are responsible for providing their own equipment for use within exams. The Exams Office will provide a minimal amount of 'spare' equipment or use should students experience problems or difficulties with their own.

Clash candidates:

- The Exams Officer will identify wherever timetabled exam clashes occur and notify candidates how the exam clash will be resolved.
- The Exams Officer will be responsible as necessary for liaising with parents and carers, identifying a secure venue and obtaining written verification from supervising parents/guardians/carers of the candidate.
- In cases of overnight supervision, candidates need to complete the required documentation available from JCCQ.
- On the day of the exam, arrangements will be made to manage those candidates with an exam clash, including supervision between exams.
- Candidates should bring a packed lunch and any material that they require to prepare for their subsequent exam.

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 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 form to the relevant awarding body within seven days of the exam.

10. Coursework and appeals against internal assessments:

Candidates who have to prepare coursework should do so in accordance with the deadline set by the examination board.

The Subject Leaders will ensure all coursework is marked and internally verified in line with Awarding Organisation requirements. Subject Leaders also have the responsibility to ensure that appropriate quality assurance procedures are followed to include internal verification of assessed work.

Plagiarism - Subject Leaders are responsible for ensuring that all candidates understand the strict Joint Council Guidelines regarding submission of coursework and portfolios i.e.: the work submitted for assessment must be the candidates own work and that they must not copy from someone else or allow another candidate to copy from them. Where it is suspected that plagiarism may have occurred - this must be reported to the Exams Office immediately, for the appropriate action will be taken.

Subject Leaders will ensure all coursework is ready for despatch at the correct time and coursework will reach the moderator via the normal postal system.

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 considered 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):

- 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 a sae). Where a candidate has requested in writing that their results should be handed to a third party, the appointed person must present suitable identification i.e.: passport, driving licence, in order to collect the results.
- Staff will receive results data on the same day that students receive their results.
- Arrangements for the school to be open on results days are made by the head of school.
- Members of the Senior Leadership Team should be present in school on results day, together with other members of staff including the exams officer.
- Release of information to the public and press is the responsibility of the head teacher.
- The exams office will then liaise with outside agencies to report exam results.

Only the head teacher and the Examination team are permitted access to 'early release' results.

Enquiries about Results (EARs):

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking, subject to payment of appropriate fees. The fee is payable either by the candidate or the Subject area, depending on who requests the EAR.

Access to Scripts (ATS):

After the release of results, candidates may request the return of papers within the Awarding Organisations stated deadlines. When this is provided electronically, the Exams Office will send the document to the candidate's nominated email account.

Subject Leaders may also request scripts or investigation or teaching purposes. For the latter, the consent of candidates must be obtained.

12. Certificates:

- Certificates are presented in person or collected and signed for.
- 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.
- The school will retain certificates for six years.