



St Hugh's School

Examinations Policy

This policy document sets out the schools' aims, principles and strategies for the management, implementation and delivery of examinations. The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and is in the best interest of candidates.
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

The implementation of this policy is the responsibility of all teaching and non-teaching staff.

The qualifications offered by St Hugh's are decided by the Senior Leadership Team and include; GCSE, Entry Level Certificate, BTEC and OCR Nationals. The subjects offered for these qualifications may be found in the school's published prospectus and on the school website/VLE.

Implementation:

Accountability for the school as an exam centre is the responsibility of the Head teacher with delegated responsibilities to the recognised Examinations Officers. The role of which is to:

- Manage the administration of public and internal exams and analyse exam results along with the Senior Leadership Team.
- Advise the Senior Leadership Team, Subject Leaders, teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Contribute to the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved.
- Communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts as per JCQ guidelines.
- Administer access arrangements and make applications for special consideration using the JCQ publications.
- Identify and manage exam timetable clashes.
- Account for income and expenditures relating to all exam costs/charges.
- Line-manage and monitor the invigilation team and organise their recruitment and training.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on time.
- Arrange for the dissemination of exam results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their exams.

Key Responsibilities:

Subject Teachers:

- To be fully informed and up-to-date with syllabus requirements and to have had recent relevant exam board training.
- To liaise with Subject Leaders on all matters pertaining to exams and Controlled Assessments/Coursework.
- To liaise with the Examinations Officer over the requirements and special arrangements for students with specific learning difficulties, visual impairment or certain other medical conditions.
- Will complete the mark sheet and returns all copies to the Exams Officer along with the coursework/controlled assessment for despatch.

Subject Leaders:

- To liaise with teachers to ensure smooth administration of examination and assessment requirements.
- To select an appropriate Exam Board specification.
- To ensure that all deadlines for information requested by the Examinations Officer are met and that all information is accurate.
- To ensure that internal assessments are carried out and marked in accordance with the Exam Board Rules and Regulations.
- To meet with Examinations Officer to discuss entries as and when required
- Will complete the mark sheet and returns all copies to the Exams Officer along with the coursework/controlled assessment for despatch.

Examinations Officer:

- Collect exam and assessment information from teachers & departments and despatch this to the relevant Exam Boards when required and to track all such material, including Controlled Assessments/Coursework.
- Distribute coursework/controlled assessment mark sheets to subject leaders/teachers by specified date (provided by exam board) along with candidate declaration/authentication sheet and centre declaration sheets.
- Liaise with the Awarding Bodies on all matters pertaining to the examination system.
- Ensure students' special consideration/access arrangements are applied.
- Transfer coursework/controlled assessment marks to exam boards either by uploading results via secure on-line processes or paper-based systems where a copy of all marks will be retained.
- To ensure the smooth organisation, conduct and running of the examination process; accommodation & invigilation of the exams.
- To train and direct Examination Invigilators.
- Check and despatch coursework/controlled assessment.
- Arrange Parcelforce collection; external examinations or for Office staff to post portfolios/controlled assessment via trackable but not recorded delivery
- Collate and store the eventual return of coursework/controlled assessments to candidates. It is vital that all coursework/controlled assessments is carefully and securely held until relevant pieces are called for return to students.
- To ensure all is in place for inspection as an Exam Centre.

Invigilators:

- To comply with all examination regulations and start all examinations using the checklist supplied by the Examinations Officer.
- To create a calm environment for students during the exams.
- To report any misconduct to the Examinations Officer.

Headteacher:

- To act as 'Head of Centre' for purposes of exams process.
- To direct and monitor the work of the Examinations Officer
- To ensure that the Exams Policy & Procedure for Appeals is regularly updated.
- To support departmental colleagues and students through the Examination Appeals process.
- To appoint an Appeals Panel for internal assessments, should this be required.
- To ensure that all records for such Appeals & Panel's deliberations are kept securely in the Head Teacher's office.
- To liaise with the Exam Boards over matters of examination conduct/misconduct.

Students:

- To abide by all examination and assessment rules and regulations.
- To be punctual for all exams and assessments.
- To complete all administrative and exam requirements by the relevant deadlines as instructed by the Examinations Officer (eg: timetable checks)

External Exams:

The Examination Officer is responsible for the organisation and conduct of all external exams.

- Final confirmation of entry numbers and levels will be made in the February application window.
- On arrival in school, all exam papers will be counted by the Exams Officer and signed into and locked away in the safe.
- All sealed exam papers will be checked by the Exams Officer in good time before the exam date.
- No exam papers can be removed from the exam room before the end of a session.
- All exams will be conducted according to the rules laid down by exam boards and within the start and finish times determined by the board.
- Any misconduct or irregularity must be reported to the Exam Officer as soon as possible, who will then inform the exam board concerned.
- In the absence of the Exams Officer at the end of any exam, papers will be collected and taken to the KS4/5 Phase Leader who will ensure they are locked in the safe.
- Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.
- Students will not be permitted to leave an exam room before the published end time of the exam.

Timetables and Seating Plans:

- The Examination Officer will publish exam timetables at the earliest opportunity. Parents & Carers and Students will be informed of timetables and exam entries to check details. All information pertaining to seating plans for students will be published to all teaching staff prior to exam season commencing.

Appeals against Internal Assessment of Work for External Qualifications:

St Hugh's School is committed to ensuring that whenever staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, then he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June exam series).
2. The candidate's parent/guardian must make the appeal in writing to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The candidate will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
6. The appeals panel will consist of a senior member of staff and a school governor. The candidate will be given at least two days notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.
7. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding the body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of St Hugh's School and is not covered by this procedure. Each awarding body has its own appeal procedure which is available from the Examinations Officer.

Enquiries about External Assessment Marks:

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment etc) a clerical check or re-mark may be requested via the Exams Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered. Where the school does not support the request, the candidate will be responsible for paying the relevant fee. The decision as to whether to support an enquiry will be made by the school on the basis of several factors, including knowledge of the exams system and professional judgement.

The Disability Discrimination Act 1995 (DDA), special needs and access arrangements:

The Disability Discrimination Act 1995 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.

Important information:

The Equality Act, which became an Act of Parliament on 8 April 2010, will replace the Disability Discrimination Act (DDA 1995) in October 2010. It will strengthen the duty to make reasonable adjustments; will define 'substantial disadvantage', as well as new duties for the qualifications regulator. The Equality and Human Rights Commission (EHRC) is intending to produce a code focused on qualifications and assessment to accompany the Equality Act 2010.

Teachers will be informed of the special needs requirement and any special arrangements that individual candidates can be granted during the course and in the exam. To support the process of Access Arrangements it may be necessary for the centre to provide a range of evidence such as: PAP, classroom based test, specialist reports or a compilation of comments or observations from teaching staff as evidence of need for special arrangements.

Access arrangements:

Making special arrangements for candidates to take exams and submitting completed access arrangement applications (online) to the examination boards is the responsibility of the Exams Officer. Rooming for access arrangement candidates will be arranged by the Exams Officer. Invigilation and support for access arrangement candidates will be organised by the Exams Officer.