



To nurture each individual's aspirations and talent

To provide outstanding learning experiences and opportunities

To promote respect for one another and the environment

To encourage collaboration and partnership

Examinations Policy

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1. PURPOSE

To ensure an efficient examinations system operates with clear guidelines for all users.

2. RELATIONSHIP TO OTHER POLICIES

This Examinations Policy operates in conjunction with the Internal Appeals Procedure.

3. SCOPE, PRINCIPLES AND DEFINITIONS

ACCOUNTABILITY OF DEPARTMENTS

- One person (usually the HOD) should be nominated from each Department/Subject to take responsibility for exam entries/withdrawals
- Each Department will have a labelled red wallet that they will use to give and receive information.
- Each Department will need to sign off their final list of entries to verify the accuracy of the list.

ENTRIES

All candidates will be entered by the due date set by the Exams Officer. This will be approximately three weeks before the date set by the Exam Boards. It is the responsibility of the HOD to ensure that the correct lists are issued to the Exams Officer.

AMENDMENTS

The Exams Officer, up to the date set by the board, will accept withdrawals or changes to entries within reason. However, these will not be accepted once the seating has been finalised (approximately 15th March for summer). **Any late withdrawals/entries/change of tier except in exceptional circumstances will be charged to the Department.**

ABSENCES

Exam fees will be chargeable to the student/parent, should a candidate fail to attend an examination without good reason and without informing the school. Misreading the timetable or family holiday will not be accepted as a satisfactory explanation of absence.

ATTENDANCE

If attendance for an AS/A2 subject falls below 90% for the period prior to the exam period (January and/or Summer sessions) without good reason eg. serious accident/illness, the school reserves the right to charge the student for the examination fees.

EXTERNAL EXAMS

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

2. Final confirmation of entry numbers and levels will be made with the HOD.
3. All exam papers will be counted in by the Exams Officer and locked away.
4. All sealed exam papers will be checked by the Exams Officer in good time before the exam date. They will be organised according to date and session in the cabinets.
5. Exam clashes will be resolved by the Exams Officer and taken on the same day as far as possible. Moving to a later day will be a last resort after consultation with the staff and students concerned.
6. If a student's entry in any subject at KS4 is in doubt they must meet the criteria given by the Head of KS4 to allow them not to enter for a particular subject. This decision must be sanctioned by parents, Head of Department, Head of Year, Head of KS4 and the Deputy Head.
7. The HOD or other member of the department should be present at the start of their exams. However, they must not look at the paper until the exam has finished. They must not make any announcements to students after the students have entered the exam room. If a student asks a question, the HOD or any other person must not answer any question relating to the paper or requirements for answering particular exam questions.
8. No information about suspected errors in the questions must be announced or given to candidates.
9. No exam papers can be removed from the exam room before the end of a session.
10. 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.
11. Any misconduct or irregularity must be reported to the Exams Officer as soon as possible, who will then inform the exam board concerned.
12. In the event that the Exams Officer is unavailable at the end of any exam, papers will be collected and taken to the front office and be secured by Reception staff.
13. Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator. (This should never be before one hour into the exam).

COURSEWORK/CONTROLLED ASSESSMENTS

It is the responsibility of each Department to ensure all coursework is given to the Exams Officer at the correct time. Coursework will be despatched, obtaining proof of posting and a log kept in the Exams Office.

It is the responsibility of each Department to liaise with the SENCO and the Exams Officer for controlled assessments when special access arrangements or lap tops are required. Sufficient notice must be given in order for all the necessary arrangements to be made.

Students requiring a scribe or reader will also require an invigilator if outside of the main classroom. The invigilator may act as the reader only, in a one to one situation.

INVIGILATION

Conduct of Invigilators

1. The Exams Officer will ensure that each exam session will have a designated invigilator in charge, whose role will be to deploy invigilators and oversee conduct of each.
2. The Senior Invigilator will check attendance according to the seating plan.
3. Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.
4. Invigilators must not move equipment between one student and another. It is the candidate's responsibility to ensure they have the correct equipment. Therefore, rulers and other equipment must not be borrowed from other candidates during the exam.

For further details regarding invigilator duties, please refer to the separate Invigilator Training Pack issued to all new invigilators and reviewed and revised annually.

RESULTS

Results will be available for collection on the day notified by the exam boards **only**.

Exam results may only be collected by the student. In exceptional circumstances the student may give written permission, prior to results day, to the Exam Officer for his/her results to be collected by a nominated family member.

Students may bring a self-addressed envelope to the Exams Office before the end of term if they wish their results to be posted home. Students may bring their email address to the Exams Office before the end of term if they wish their results to be emailed home if they are unable to attend results day.

Subject leads should check for the possibility of a re-mark/re-grade within a few days of scrutiny of the results. Enquiries about results may be requested by teaching staff or candidates if there are reasonable grounds for believing there may have been an error in marking. Requests should be made using the appropriate form and payment made in advance where applicable.

Access to scripts: After the release of results, subject teachers or candidates may request the return of papers. Requests should be made using the appropriate form and payment made in advance where applicable. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

The Exams Officer will process any requests for enquiries about results or access to scripts , only on receipt of payment or authorisation to cross-charge the relevant department.

RE-SITS

All re-sit requests are chargeable to the student/parent with the following exceptions:

- if the subject teacher requests the re-sit, or
- the candidate was absent due to sickness and produced a medical note.

Re-sit entries will only be made on receipt of the appropriate fee and upon completion of the appropriate re-sit form.

SPECIAL NEEDS

It is the responsibility of the SENCO to liaise with the Exams Officer about the arrangements required for candidates with Special Needs. The SENCO will ensure the Exams Officer has all information needed on each candidate who requires Access Arrangements. The Exams Officer will ensure requests for access arrangements will be sent to the Boards in a timely manner, adhering to the deadlines given by the JCQ. Data evidence will be kept securely in the Learning Support Office.

SPECIAL CONSIDERATION

Special consideration is a post-examination adjustment that compensates candidates who were suffering from a temporary illness or condition or who were otherwise disadvantaged at the time of the examination. The Exams officer should be made aware of any possible cases where students feel they have been disadvantaged in the exam room. Once the appropriate evidence has been received and accepted, the Exams Officer will make the necessary application for special consideration on the student's behalf within the Exam Boards timescales.

CERTIFICATES

Certificates are presented in person at the presentation evening; they can also be collected and signed for after presentation evening.

Certificates may be collected and signed for on behalf of a candidate by a third party, provided they have been authorised to do so with written consent.

The centre retains certificates until they collected and signed for. The centre is required to keep certificates for a year after award.

4. CONSULTATION

This policy was discussed and agreed by HODs and SLT.

5. MONITORING, REPORTING AND EVALUATION

The Exams Officer is responsible for the monitoring of this policy, reporting directly to the Deputy Headteacher accountable for examinations. The Exams Officer and Deputy Headteacher will conduct a review after each examination season to assess practice and instigate any necessary changes.