



Carshalton High School for Girls

Examination Policy

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Statement of Intent

It is the responsibility of everyone involved in the schools exam procedures to read, understand and implement this policy.

This policy is supported by the following policies:

- Internal Appeals Procedure and Enquiries for Results
- Coursework & GCSE Controlled Assessment and Risk Management Policy
- Equality and Diversity

Objective

- 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

1. Exam Responsibilities

1.1 Headteacher

Overall responsibility for the school as an exam centre:

- Approves courses
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. (Refer to the Joint Council for Qualifications document '*Suspected malpractice in examinations and assessment*').

1.2 Senior Leader with Responsibility for Exams

- To ensure that the Exams Officer and Curriculum Leaders carry out their responsibilities in accordance with this policy
- To organise and manage all internal examinations

1.3 Exams Officer

The Exams Officer is responsible for the organisation and conduct of all external examinations and preparation of results. The Exams Officer will support the organisation of internal examinations. The Exams Officer:

- Advises relevant staff on annual coursework deadlines, exam timetables and entry procedures as set by the various exam boards
- Oversees the production and distribution to candidates of statement of entries and guidance on regulations
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with Joint Council for Qualifications (JCQ) guidelines
- Ensures final confirmation of entry numbers and levels are submitted to the exam board
- Receives, checks and stores securely all exam papers and completed scripts
- After consultation with the SENCO Co-ordinator the Exams officer administers and makes applications for access arrangements and special consideration using the Joint Council for Qualifications guideline '*Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations*'
- Identifies and manages exam timetable clashes
- Account for income and expenditure relating to all exam costs/charges

- Line manages and organises the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams
- Submits candidates' coursework marks, tracks, dispatches 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 any appeals/re-mark requests
- Provides and checks information for a range of external bodies
- Provides school exam results for the Senior Leadership Team, relevant staff and students

1.4 Curriculum Leaders

1.4.1 External Examinations

- Provide accurate entry numbers and levels to the Exams Officer
- Provide the Exams Officer with details of practical examination requirements
- Act as first point of contact for enquires about results for students and liaise with the Exams Officer on procedures
- Ensure accurate completion of coursework mark sheets and declaration sheets
- Ensure accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer

1.4.2 Internal Examinations

- Produce suitable examination papers
- Present at the start of each exam and arrange collection at the end
- Ensure marking and recording is completed by published deadlines

1.5 Year Leaders

It is the responsibility of Year Leaders to inform the Exams Officer of any student who may need special consideration due to bereavement, long term illness or other pastoral circumstances which could lead to a request for special consideration or arrangements.

1.6 SENCO

- Identification and testing of candidates' requirements for access arrangements
- Provision of additional support as appropriate for external exams
- Provide support for internal exams as needed.

1.7 Senior Invigilator/Invigilators

- Collection of exam papers and other material from the Exams Office before the start of an exam
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- Ensures the exam room is set up with signs and arrangements with seating plans.
- Start and finish examinations when needed
- Assists in the general running of the Exams Office
- Assists in ensuring that all Public and school examinations run smoothly
- Dispatch of exam papers

1.8 Candidates

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

2. Tests and Qualifications Offered

- Qualifications offered are 'A' Level, 'AS' Level, GCSE, BTEC vocational courses.
- All candidates at KS4 & KS5 will be entitled, and enabled, to achieve qualifications from an external awarding body.
- At Post-16 the school will certificate AS at the end of Year 12.

3. Exam Seasons and Timetables

3.1 Exam Seasons

Internal exams are usually at the times shown below:

- CATs – September
- Year 11 Pre Public Exams – December
- Year 12 and Year 13 Pre Public Exams - December
- Year 10 Pre public exams – June
- Year 7- 9 End of Year Exams May

The dates of these may change but any change will be included in the school calendar.

External exams are scheduled in November, (Resits), May and June.

3.2 Timetables

The Exams Officer will circulate the exam timetables for external exams and the Assistant Headteacher will circulate the timetable for internal exams once these are confirmed.

3.3 Clashes

- If students are taking two or more examinations at the same time which total more than 3 hours then they may be moved to the morning or afternoon within the same day. The longer exam would be sat first, followed by the shorter one, subject to any restrictions externally imposed.
- After the first exam students will be kept in a separate room under supervision until the start of the next exam. This will be agreed by the Exams Officer and the member of SLT in charge of exams.
- For major clashes which involve large numbers of students SLT would authorize the arrangements made
- If students are taking two or more examinations which total **less than three hours** then they will sit them one after the other and have a short break between exams.
- Extra time will only be given if it is prearranged e.g. for students with Learning difficulties or medical conditions
- For students who are ill on the day of the exam supervised rest breaks will be given. The examination will be stopped and restarted again when the student is ready. The full time of the exam will be given and special consideration will be applied however no extra time will be given.

4. Entries, Late Entries and Retakes

4.1 Entries

- Candidates are selected for their exam entries and levels by the subject teachers and Curriculum Leaders
- Candidates, or parents, cannot request a subject entry, change of level or withdrawal
- The centre does not accept entries from external candidates unless prior arrangement has been approved by the Head Teacher.

4.2 Late entries

- Entry deadlines are circulated to Curriculum Leaders
- Late entries are paid by curriculum areas.

4.3 Retakes

4.3.1 KS4

Candidates are not allowed retakes at GCSE unless authorised by the Headteacher in special circumstances.

4.3.2KS5

- Retakes are available in English and Maths only for specified students
- Candidates are allowed 1 retake per subject in AS modules.
- Retake decisions will be made in consultation with the candidates, subject teachers and Curriculum Leaders. (See also section 5: Exam Fees).

5. Exam fees

- All initial registration and entry exam fees are paid by the school for all external awarding bodies
- Late entry or amendment fees are paid by curriculum areas
- Candidates or curriculum areas 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
- Reimbursement will not be sought from candidates who fail to sit an exam or meet the necessary coursework requirements

Candidates must pay the fee for an enquiry about a result, should the school not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 11.2 *Enquiries About Results [EARs]*)

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

6.1 Disability Discrimination Act (DDA)

The Disability Discrimination Act 2005 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.

The work undertaken by the SENCO and the Exams Officer already significantly address the requirement of the DDA. The key guidance in this work is provided by the Joint Council for Qualifications booklet Access arrangements and special consideration: regulations and guidance relating to candidates who are eligible for adjustments in examinations.

The school will ensure that there is suitable access and examination rooms are suitable for purpose and accessible in accordance with DDA requirements. For example:

- If candidates are known to be unwell during the exam because of the nature of their disability we will ensure that they are seated close to the exit
- Ensure that seating is appropriate and comfortable for those who may have a disability that affects seating and posture.

6.1.1 Signage

- Signs for the examination and those provided by JCQ are suitably sized and adapted to meet the needs of candidates with a disability
- Signs will be simple, short and easily understood
- Texts and lettering will be clear and uncomplicated
- Style, wording, design and height will be consistent throughout the exam centre and contrast with the colour of the walls.

6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO, doctor and the Educational Psychologist/specialist teacher.

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

6.3 Access arrangements

- Making special arrangements for candidates to take exams is the responsibility of the Exams Officer
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer
- Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Officer
- Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Officer.

6.4 Training

All invigilators will receive training on "promoting disability equality in school" by the Exams Officer.

7. Estimated grades

The subject teachers will submit estimated grades to the Exams Officer when requested by the Exams Officer.

8. Managing invigilators and exam days

8.1 Managing Invigilators

- External invigilators will be used for external exam supervision and some internal exams. The recruitment of invigilators is the responsibility of the Exams Officer and Assistant Head.
- Securing the necessary Disclosure Baring Service (DBS) clearance for new invigilators is the responsibility of the School Business Manager. DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Exams Officer.
- Invigilators' rates of pay are set by the Headteacher.

8.2 Exam Days

- The Exams Officer will book all exam rooms after liaison with the Assistant Headteacher and Cover
- Manager and make the question papers, exam stationery and materials available
- Premises staff are responsible for setting up the Hall and Gym guided by the Exams Officer
- The Examination Officer, SLT and Senior invigilator will start all exams in accordance with JCQ guidelines
- Subject staff may be present at the start of the exam (outside the exam venue) to assist with identification of candidates
- In practical exams subject teachers will be on hand in case of any technical difficulties.
- Exam papers must not be removed from the exam room. Spare papers will be distributed to Curriculum Leaders at the end of the exam session
- Misconduct must be reported to the Exams Officer in the first instance, who will decide what action to take

9. Candidates, clash candidates and special consideration

9.1 Candidates

- The schools 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 school 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
- It is the students' responsibility if they are late for their exams, or do not turn up at all
- Candidates may not leave an examination early except in exceptional circumstances.

9.2 Clash Candidates

The Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

9.3 Special Consideration

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the school, Exams Officer, or the Exam Invigilator, to that effect.

- Any special consideration claim must be supported by appropriate evidence as soon as possible or 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 as soon as possible or within five days of the exam.

10. Coursework and appeals against internal assessments

Candidates are informed about their rights of appeals and access to scripts through the examination packs given out with statements of entries and during briefing assemblies.

10.1 Coursework

Candidates who have to prepare portfolios should do so by the school-defined date. Curriculum Leaders will ensure all coursework is ready for dispatch at the correct time and the Exams Officer will keep a record of what has been sent, when and to whom. Marks for all internally assessed work are provided for the Exams Office by subject teachers and Curriculum Leaders.

11. Appeals against internal assessments and enquiry about results of Public Exams

11.1 The school has published a separate procedure on this subject, which is available from the Exams Office.

12. Results, Enquiries About Results (EARs) and Access To Scripts (ATS)

12.1 Results

Candidates will receive individual results slips on results days in person at the centre. Arrangements for the school to be open on results days are made by the Exams Officer. The provision of staff on results days is the responsibility of the Exams Officer.

The Examination Boards aggregate GCSE unit scores at the end of KS4 (Year 11) and aggregate GCE unit scores at the end of Year 12 for AS grades and at the end of KS5 (Year 13) for A2 grades.

12.2 Enquiry About Results (EARs)

EARs may be requested by teachers or candidates if there are reasonable grounds for believing there has been an error in marking.

When the school does support 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 pay the exam board fees (See section 5: Exam fees).

12.3 Access to Scripts

After the release of results, candidates may ask subject staff to request the return of papers within 3 days scrutiny of the results.

If a result is queried, the Curriculum Leader will inform the Exams Officer to investigate the feasibility of asking for a re-mark at the schools expense.

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

Should students request original scripts back they will need to pay the relevant fee, complete the paper work obtained from the exams officer and return asap with in the schools deadline for EAR.

Re-marks cannot be applied for once an original script has been returned. (See also CHSG Internal Appeals procedure and Enquiry about Results policy).

13. Certificates

13.1 Certificates are presented in person, posted (recorded delivery) or collected and signed for.

13.2 Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so by the student. The school retains certificates for one year.

14. Risk Assessment

14.1 Emergency evacuation during an examination:

- The Centre staff will ensure children stay calm and seated until they are told what to do and where to go
- Examination emergency procedures are available in every exam room and in the Invigilation folder on the front desk.

15. Severe Weather

The school will follow the advice given in the Joint Contingency Plan issued by OFQUAL in Dec 2011. The method of communicating with staff and students will be via the website as outlined in the school policy on Emergency Closure, Severe Weather.

For other Risks see Appendix A.

Risk Assessment for Examination Procedure – Possible risks to include

Risk	Early Warning	Control to Prevent	Control to Resolve
Invigilator does not turn up	Phone call	Invigilator timetables given early.	Invigilators on call and staff in school ready to support.
Fire alarm goes off			Ensure invigilators are aware of policy. SLT to assist in maintaining security of exam. Students to go to Netball Court.
Student taken ill during exam			Invigilator aware of policy. Inform exam officer asap first aider on call. Special consideration for all students.
Bad weather or transport problems	Weather report. School closure	Possible delay to start of exam	Holding area. Call to exam board. Information on website. Candidates phone number available on SIMS.
Students do not turn up for exam		Students sign for exam timetable	Exam office phone students. Follow regulations for late starts.
Students turn up who are not entered		Subject teachers/Curriculum Leaders ensure entry checklists are correct.	Find a paper, seat them, amend attendance list and make entry. Charge late fee to department. If a recurring problem see SLT.
Cheating in the room	Invigilator reports problem	Exam pack given to students which contains examination regulations. Regulations are given at the start of all mocks and public exams.	Invigilator aware of policy. Exam officer on call to deal with malpractice issue.
Disruption in the room	Invigilator reports problem. List of vulnerable students from YL/LS department and mock exams	Exam pack given to students which contains examination regulations. If a student is known to have problems they are given a separate room.	Invigilator aware of policy. SLT on call to deal with malpractice issues.
Late arrivals	Phone call or just turn up late	Exam pack given to students which contains examination regulations.	Invigilator aware of policy. Complete Late Arrivals form if over one hour.
Exam Officer does not turn up	Phone call		The senior invigilators/Data Manager and Data & Exams Assistant and linked SLT are fully trained.

Risk	Early Warning	Control to Prevent	Control to Resolve
Exam room flooded	Check room, or invigilator reports problem	Regular premises check.	Find alternative accommodation. Holding room while problem sorted. Special consideration.
Wrong entry made – incorrect paper		Subject teacher/Curriculum Leaders ensure entry checklists are correct.	Contact Awarding Body for copy of paper if necessary. Provide exam paper, seat and amend entry.
Exam Officer leaves/long term sick	Notification from Exam Officer		Assistant Exam Officer, senior invigilator, Data Manager and Data & Exams Assistant are fully trained.
Damage to office		Regular premises check.	Need Awarding Bodies handbooks, new equipment, phone line and office space. Copies of relevant information from Curriculum Leaders
System failure or power cut			Contact IT support or electrician. Contact exam boards to explain.
Receiving inaccurate or late entry information		Subject teachers/Curriculum Leaders ensure entry checklists are correct and on time	Charge late fee to department. If a recurring problem see SLT.
Change of syllabus and no notification	Pre-release material does not arrive. Materials arrive that are not expected	Subject teachers/Curriculum Leaders ensure entry checklists are correct. Exam Officer ensures estimated entries are sent off on time.	Contact Awarding Body
Curriculum Leader long term sick or leaves	Resignation or sick note		Replacement to be nominated and Exam Officer to have input in training.
Awarding Body's communications systems fail	Papers do not arrive, on line systems incorrect, difficult to contact by telephone		Contact Ofqual to report problem.
Mobile phones, iPods, MP3/4 players. Products with an electronic communication - storage device or digital facility	JCQ rules given out with statement of entries and reminded during exam assembly	Students are reminded at the start of all exams and advised to hand in their phones if it is with them. Signs are put up in and around the exam venue.	Phones are kept in the exams office until after the exam has finished.