

NORTHAMPTON SCHOOL FOR GIRLS

Policies and Procedures

Title:	Examinations Policy
Associated Policies:	<ul style="list-style-type: none"> • Assessment Recording and Reporting Policy • Controlled Assessment Policy • Procedure for Dealing with Malpractice in Examinations (Staff and student information)
1	Policy Statement
	<p>At Northampton School for Girls:</p> <ul style="list-style-type: none"> • We ensure the planning and management of exams is conducted efficiently and in the best interest of candidates. • We ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
2	Who does this policy apply to?
	<ul style="list-style-type: none"> • All students taking examinations. • All staff employed by the school that are involved in the exams process.
3	Who is responsible for carrying out this policy?
	It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.
4	The role of the Head of Centre / Headteacher
	<p>Overall responsibility for the school as an exam centre:</p> <ul style="list-style-type: none"> • Advises on appeals and re-marks. • The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council for Qualifications (JCQ) document Suspected malpractice in examinations and assessments.
5	The role of the Exams Officer and Data team
	<p>Manages the administration of public and internal exams and analysis of exam results:</p> <ul style="list-style-type: none"> • Advises the senior leadership team, subject and class tutors 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 / carers are informed of those aspects of the exam timetable that will affect them. • Responds to any queries candidates, parents / carers may have regarding the timetable and examinations in general • 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 all aspects of organisation of exam papers in the examination hall. This includes seating plans, and the setting out of the examination papers.

	<ul style="list-style-type: none"> • Administers access arrangements and makes applications for special consideration using the JCQ <i>Access arrangements and special considerations regulations</i> and <i>Guidance relating to candidates who are eligible for adjustments in examinations</i>. • Identifies and manages exam timetable clashes. • Accounts for income and expenditures relating to all exam costs/charges. • Line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams. • 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.
6	The role of the Deputy Headteacher
	<ul style="list-style-type: none"> • Deputise for the Headteacher as Head of Centre where needed. • Organisation of teaching and learning. • External validation of courses followed at key stage 4 / post-16. • Ensure information is circulated to staff and students about controlled assessments and examinations.
4	The role of Heads of Departments
	<ul style="list-style-type: none"> • Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries. • Involvement in post-results procedures. • Accurate completion of controlled assessment mark sheets and declaration sheets. <p>Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.</p>
5	The role of Teachers
	<ul style="list-style-type: none"> • Ensure access arrangements are carried out (as soon as possible after the start of the course). • Submission of candidate names to heads of department. • Ensuring entries are correct and signed.
6	The role of the Special Educational Needs Co-ordinator (SENCO)
5	<ul style="list-style-type: none"> • Administration of access arrangements. • 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.
7	The role of the Lead Invigilator / Invigilator
	<ul style="list-style-type: none"> • Collection of exam papers and other material from the exams office before the start of the exam. • Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
8	The role of Administrative staff
	<ul style="list-style-type: none"> • Support for the input of data • Posting of exam papers
9	The responsibilities of Candidates
	<ul style="list-style-type: none"> • Confirmation and signing of entries, including tier where appropriate. • Understanding controlled assessment regulations and signing a declaration that authenticates the coursework as their own.

10	Procedures
	<p>10.1 Provision</p> <p>The statutory tests and qualifications offered at this centre are decided by the senior leadership team.</p> <p>Currently, the statutory tests and qualifications offered are GCSE, AS and A2 Levels and BTEC, Cambridge Nationals.</p> <p>All internal exams are held under external exam conditions and are added to the calendar each year.</p> <p>The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.</p> <p>Candidates are identified for their exam entries by the subject teachers and if appropriate a tier is decided upon.</p> <p>The centre does accept entries from external candidates in some circumstances.</p> <p>10.2 Late entries</p> <p>Entry deadlines are circulated to heads of department via email and paper. Key dates are in the staff planner.</p> <p>Late entries are only authorised by Deputy Headteacher and will be charged to the department.</p> <p>10.3 Resit Examinations AS and A2.</p> <p>Where students have not achieved as well as they expected there is often an immediate request for a re-sit examination. Resits can only be taken in the Summer examination season.</p> <p>Any resit needs to be considered carefully and on an individual level so that we have the least disruption to learning and the maximum benefit for students.</p> <p>Their names and details of the unit etc are given to the Deputy Headteacher who will collate all of the requests and discuss them with the Post 16 team and with SLT to consider the implications across the school and more importantly for these students.</p> <p>If agreed students then follow the usual re-sit process.</p> <ul style="list-style-type: none">• Students collect the form from the data office.• Students need to discuss the resit with their subject teacher and obtain a signature• Students discuss the implications of their workload with the Head of Post 16 and obtain a signature approving the request• Students must discuss how they intend to improve upon their grade with the Deputy Headteacher and obtain a signature giving final approval.• Students must sign the form and provide payment for the examination.• Students need to give payment to finance and are given a receipt.

	<p>10.4 GCSE Maths, English</p> <p>Students who did not achieve a C grade at GCSE in English Language or Maths must resit the examination in November. School funds this resit examination.</p>
11	<p>Examination Fees</p> <p>GCSE initial registration and entry exam fees are paid by the centre.</p> <p>AS initial registration and entry exam fees are paid by the centre.</p> <p>A2 initial registration and entry exam fees are paid by the centre.</p> <p>Late entry or amendment fees are paid by the departments and candidates.</p> <p>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.</p> <p>Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.</p> <p>This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.</p>
12	<p>The Disability Discrimination Act (DDA), special needs and access arrangements</p>
	<p>12.1 DDA</p> <p>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.</p> <p>12.2 Special needs</p> <p>A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.</p> <p>The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that 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.</p> <p>12.3 Access arrangements</p> <p>Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.</p> <p>Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.</p>

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.

12.4 Managing invigilators

External invigilators will be used for exam supervision..

The recruitment of invigilators is the responsibility of the exams officer.

Securing the necessary DBS (Disclosure and Barring Service) 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 trained by the exams officer.

Invigilators' rates of pay are set by the centre administration.

12.5 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.

Site management 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 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 teachers or removed from the exam room before the end of a session. Papers can be requested by heads of department/faculty 24 hours after the examination has ended for all candidates.

13 Candidates, Clash Candidates and Special Consideration

13.1 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.

Student Services are responsible for candidates who are late for their exams, or do not turn up at all.

13.2 Clash candidates

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

13.3 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 centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five 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.

14 Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

14.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide stamped addressed envelope). Arrangements for the school to be open on results days are made by SLT

The provision of staff on results days is the responsibility of SLT

The centre aggregates at the end of year 12 for AS grades, and at the end of year 13 for A2.

14.2 Remarks

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Any request for remark must be agreed and the correct form signed by the candidate.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. The fees are set by the Examination Boards and candidates will need to pay before a request is processed. (See Exam fees).

14.3 ATS

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

	<p>If a result is queried, SLT will investigate the feasibility of asking for a re-mark at the centre's expense.</p> <p>Heads of Department may request and pay for scripts for investigation or for teaching purposes. The consent of candidates must be obtained.</p> <p>GCSE re-marks cannot be applied for once a script has been returned.</p>
15	Certificates
	<p>Certificates are collected and signed for.</p> <p>Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.</p>
16	Policy Review
	<p>16.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.</p>

Examination Internal Assessment Appeal Process

This policy details the procedure regarding appeals by students relating to internal assessment decisions conducted by this Centre and submitted to Awarding Bodies to contribute to GCSE, Advanced GCE and BTEC awards.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and by this process in the awarding of grades and marks.

Northampton School for Girls is committed to ensuring that where staff assess students' work for external qualification, this is done consistently and in accordance with the specification for a particular subject.

Assessments should be conducted by staff who have the relevant knowledge and understanding and who have been trained in this process.

Student's work should be produced and authenticated according to the requirements of the Examination Boards. It is essential that where a set of work is divided for marking between the staff of a department, consistency is assured by internal moderation and standardisation.

If a student believes that this may not have happened in relation to her work, the student may make use of this appeal procedure, by collecting the appeal notification form from the Deputy Head.

Parents and students are informed about this policy via exams on our website.

Procedure

- This policy is available to students, parents and staff on the website.
- The policy will be regularly reviewed by the Governors.
- The Deputy Headteacher who will keep records of all appeals and the subsequent decision, will manage internal appeals.
- Appeals will be considered by a minimum of three people, at least one of whom was not involved in the internal assessment decision.
- The candidate making the appeal should be supported in the presentation of their case by a parent/guardian/friend.
- Candidates will be given access to the marks awarded to them for internal assessment and comments recorded by the school relating to their internally assessed work.
- Candidates must be aware that marks submitted to the board for moderation are unconfirmed and may be changed without notice.
- The written record will state the outcome of the appeal and include clear reasons for the result of the appeal. A copy will be sent to the candidate within five working days.

Internal Assessment Appeal Process

APPEAL NOTIFICATION FORM

Student Name **Tutor Group**

Appeal Details

Subject and Course

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Assessment inform (please include the module/unit title and the assessment title, plus the teacher's name who taught and marked the assessment)

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Reason for appeal (please give brief notes regarding your reason for appeal)

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Signed (student) **Date**

(Parent if student under 18) Name

Signed **Date**

Please ensure this is sent to the Deputy Headteacher's Office. Once received, you will get confirmation that your appeal notification has been received, and information on the next stage.