



Policy title	Examinations
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The purpose of this examinations policy is:

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

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

The examinations policy will be reviewed every two years.

The examinations policy will be reviewed by the Senior Leadership Team and Examinations Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk

Examination Responsibilities

The Head of Centre:

- has overall responsibility for the school as an examination centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice – refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Examinations Officer¹:

- manages the administration of internal examinations and external examinations.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examinations timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all examinations 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 examination timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their examinations.
- receives, checks and stores securely all examination papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*
- identifies and manages examination timetable clashes.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of examinations in their centre.

- accounts for income and expenditures relating to all examination costs/charges.
- line manages the senior examinations invigilator in organising the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations.
- ensures candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework/controlled assessments.
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Faculty are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examinations entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines a set by the Examinations Officer.
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supply information on entries, coursework and controlled assessments as required by the Head of Department and/or Examinations Officer.

The **SENCO** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to put in place examination day arrangements.
- process any necessary applications in order to gain approval (if required).
- working with the Examinations Officer to provide the access arrangements required by candidates in examination rooms.

Lead invigilator/invigilators are responsible for:

- assisting the Examinations Officer in the efficient running of examinations according to JCQ regulations.
- collection of examination papers and other material from the examination office before the start of the examination.
- collection of all examination papers in the correct order at the end of the examination and ensuring their return to the examination office.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all examinations according to the JCQ regulations.

Qualifications Offered

The qualifications offered at this centre are decided by the Head of Centre.

The types of qualifications offered are GCSE/Cambridge Nationals/BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the examinations office must be informed no later than 30 March of the year wherever possible (eg when it has been agreed with SLT within the school that student's will follow the new specification beginning in the September, the Head of Faculty will inform the examinations office by 31 March – 6 months prior to the course starting).

Informing the examinations office of changes to a specification is the responsibility of the Head of Faculty.

Decisions on whether a candidate should be entered for a particular subject will be taken by Head of Faculty in consultation with the subject teachers.

Examination Series

Internal examinations (mock or trial examinations) and assessments are scheduled and published in line with the school Assessment Calendar.

External examinations and assessments are scheduled in June Series. There may be occasions when external examinations are held in November and/or January Series.

Internal examinations are held under external examination conditions.

The Head of Centre decides which examination series are used in the centre.

The centre does not offer assessments on an on-demand basis.

Examination Timetables

Once confirmed, the Examinations Officer will circulate the examination timetable for Year 11 mock examinations and external examinations at a specified date before each series begins.

Entries, Entry Details and Late Entries

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre acts as an examinations centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email and briefing meetings.

Heads of Faculty/curriculum will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of The Head of Faculty for that subject.

GCSE re-sits/retakes are not allowed.

Re-sit decisions will be made by the Head of Faculty in consultation with subject teachers.

Examination Fees

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.

The Examinations Officer will publish the deadline for actions well in advance for each examination series.

GCSE entry examination fees are paid by the centre.

Late entry or amendment fees are paid by the candidates.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidates.

Equality Legislation

All examination centre staff must ensure that they meet the requirements of any equality legislation, in line with the schools single Equality Accessibility Plan Policy and supplementary Disability Policy – Examinations.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the SENCO/Head of Centre.

Access Arrangements

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examinations.

A candidate's access arrangements requirement is determined by the SENCO.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer in consultation with the head LSA.

Contingency Planning

Contingency planning for examinations administration is the responsibility of the Head of Centre.

Contingency plans are available on the school website and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated Grades

The Faculty Heads are responsible for submitting estimated grades to the Examinations Officer when requested by the Examinations Officer.

Managing Invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for mock examinations and external examinations.

Recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Examinations Officer.

DBS fees for securing such clearance are paid by the centre.

Invigilators' rates of pay are set by the School Business Manager or Head of Centre.

Invigilators are recruited, timetabled, trained and briefed by the Examinations Officer.

Malpractice

The Head of Centre in consultation with the Examinations Officer is responsible for investigating suspected malpractice.

Examination Days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements 14 days in advance.

The Examinations Officer and invigilators will start and finish all examinations in accordance with JCQ guidelines.

Subject staff may be present at the briefing prior to the start of the examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the examination room and what they can do.

In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Faculty in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with an Examinations Assistant and/or senior invigilators.

Candidates

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the Examinations Officer.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an examination room candidates must not have access to items other than those clearly allowed in the instructions on the paper, the stationery list, or the specifications for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Head of Centre.

Note: candidates who leave an examination room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates on examination day.

Clash Candidates

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

Special Consideration

Should a candidate be unable to attend an examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre's Examinations Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the examination.

The Examinations Officer will make a special consideration application to the relevant awarding body within 10 days of the examination.

Internal Assessment/NEA's

It is the duty of Heads of Faculty to ensure that all internal assessment/NEA's are ready for dispatch at the correct time. The Examinations Officer will assist by ensuring the school keeps a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the examinations office by the Head of Faculty. The Examinations Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's:

- Internal Appeals Procedure (IAP) document
- Procedure for Review of Marking – Centre Assessed Marks

Results

Candidates will receive individual results slips on results days, at the centre.

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of the necessary staff on results day is the responsibility of the Raising Standards Leaders (Progress and Achievement).

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by Head of Centre working in conjunction with an experienced Subject Leader who has analysed the results, and following this analysis there appears to be a distinguishable discrepancy which requires notification to the examination board.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (AP) document.

All processing of EARs will be the responsibility of the Examinations Officer following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written examinations paper within seven days of the receipt of results.

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

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the candidate.

Processing of requests for ATS will be the responsibility of the Examinations Officer.

Certificates

Candidates will receive their certificates in person at the centre.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for five years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.