



EXCELLENCE • LEARNING • LEADERSHIP

ST JOHN'S
SCHOOL

Full name of policy:	Examinations Policy
Requirement for policy:	To comply with Awarding Body requirements
Name and post of person responsible:	1. Dan Browning – Executive Principal 2. Christos Christofi – Exams Officer
Highest School body approving the policy:	School Leadership Team
Date of approval:	September 2015
Frequency of review:	Annual
Dates of previous reviews:	September 2014
Date of next formal review:	September 2016
Policy Reference:	All policies can be located on the school intranet (01-STAFF-EXAMS POLICIES)
Total number of pages: (Including appendices and front sheet)	13 pages
Comments:	This policy should be read in conjunction with: <ul style="list-style-type: none">• Specific Awarding Body requirements and guidelines• Controlled Assessment Policy and Procedure• Exams Contingency Plan• Staff Assessment Malpractice and Maladministration Policy.

St. John's School Exam Policy

Centre No: 74089

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The purpose of this exam policy is:

- 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.

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

St. John's School is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected.

This exam policy will be reviewed annually.

1. Exam Responsibilities

Executive Principal / Head of Centre

Having overall responsibility for the school as an exam centre, the head of centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - *Suspected malpractice in examinations and assessments*.

Exams officer

- Manages the administration of public and internal exams
- 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 awarding bodies.
- Oversees the production and distribution to staff 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 are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework and/or controlled assessments are 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 and ensures that scripts are dispatched as per the guidelines.
- Administers Access arrangements and makes applications for special consideration using the JCQ publication *A guide to the special consideration process*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages invigilators 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.

Vice Principal

- Organises teaching and learning.
- Manages external validation of courses followed at key stage 4/post-16.

Teachers

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department/school/curriculum.

SEN Coordinator SENCO (Special Educational Needs Coordinator)

- Identification and testing of candidates, requirements for access arrangements and notifying the exams officer in good time so they are able to put in place exam day 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.

Lead Invigilator/Invigilators

- Check the examination room prior to the arrival of candidates to ensure that:
 - Heating, lighting, ventilation and levels of extraneous noise are acceptable.
 - No display materials that might be helpful to candidates are visible.
 - A reliable clock of readable size is visible to each candidate.
 - Ensure notices are displayed in accordance with JCQ regulations.
 - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Be fully aware of the regulations according to the JCQ document *Instructions for Conducting Examinations*.
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Carry out checks on the identity of candidates on their arrival.
- Take all reasonable steps to ensure that:
 - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
 - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
 - Candidates have all the necessary material provided by the Awarding Organisation to enable them to complete the examination.
- Open the packet of examination papers and issue the papers to candidates.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- Supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.

- Complete the Attendance Register during the examination and inform the Exams Office of any absentees.
- Know the actions to be taken in the event of an emergency such as an emergency evacuation.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- Collect all unused stationery in the examination room and return it to the Exams Office.
- Ensure that the room is left in a tidy condition.
- Work to promote and apply the College's safeguarding policy and procedures.

Candidates

- Confirmation of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.

2. The Qualifications offered

The qualifications offered at this centre are decided by the Head of centre and the Vice Principal.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed.

Informing the exams office of changes to a syllabus is the responsibility of the Heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates and Subject teachers.

3. Exam Series

Internal exams (Mock Exams) are scheduled in December and held under external exam conditions.

External exams are scheduled throughout the academic year (November, Summer Term)

The Head of centre and Deputy Head decide which exam series are used in the centre.

On-demand tests can be scheduled only in windows agreed between the EO and the SLT is the policy for offering on-demand testing.

4. Timetable

Once confirmed, the exams officer will circulate the exam timetable for internal exams and External exams.

5. Entries, entry details and late entries

Candidates are selected for their exam entries by the Heads of faculty, Heads of subject, and Heads of department and Subject teachers.

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

The centre accepts entries from external candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department via Email and Internal Post/Pigeon hole.

Late entries are authorised by Exam officer and the Head of Centre.

GCSE, AS, A2 and Functional Skills retakes are allowed with the permission of the Head of Centre.

Retake decisions will be made in consultation with Candidates and Subject teachers.

6. Exam 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.

GCSE, AS, A2, Functional Skills and entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

7. Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre, Exams officer and SENCO.

Access arrangements

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 can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo and Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and 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.

8. Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer and the Head of Centre.

9. Estimated grades

Heads of subject is responsible for submitting estimated grades to the exams officer when requested by the exams officer.

10. Managing invigilators

External staff and TA' are used to invigilate examinations. These invigilators will be used for internal exams and external exams.

Recruitment and training of invigilators is the responsibility of the Exams office and the Centre administration.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

Invigilators are timetabled and briefed by the Exams office.

Invigilators rates of pay are set by the Centre administration.

11. Malpractice

The Exams officer and the Head of Centre are responsible for investigating suspected malpractice.

12. 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 and will be advised of requirements in advance.

The Lead Invigilator will start all exams in accordance with JCQ guidelines.

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 will be distributed to heads of department 24 hours after the exam has finished and after the scripts have been dispatched to the relevant Awarding body.

13. Candidates

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 exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification 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 be handed in to the invigilators at the start of the exam.

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

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

The exams manager and attendance officer are responsible for handling late or absent candidates on exam day.

Clash candidates

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

14. Special consideration

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

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

The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the end of the exam series.

15. Internal assessments/Coursework

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject teachers.

16. Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual result slips on results days:

- In person at the centre by post to their home addresses or by email on their school email address.
- given to another person provided written permission has been provided by the candidate to release the results

Arrangements for the centre to be open on results days are made by the Exams officer.

The provision of staff on results days is the responsibility of the Head of centre.

Enquiries about Results (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, teaching staff, head of centre and the exams officer will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for 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 be charged.

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

Access to Scripts (ATS)

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

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

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

17. Certificates

Certificates are Posted (recorded delivery) and Collected and signed for.

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for 5 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. The centre will not pay for replacement certificates that have been lost by the candidate.

18. Contingency planning

Contingency planning for exams administration is the responsibility of the head of centre and the exams manager.

The Exam Contingency Plan for St. John's School is in line with the guidance provided by Ofqual, JCQ and the awarding organisations. It can be found on the school intranet and should be read in conjunction with the Examinations Policy.

19. Emergency Evacuation

Dealing with emergency events is the responsibility of the head of centre, exams manager and invigilators.

Emergency evacuations must be dealt with in accordance with the Emergency Evacuation Procedure contained at **APPENDIX A**.

APPENDIX A

EXAMS EMERGENCY EVACUATION PROCEDURES

To be read to candidates at the start of each exam:

In the event of a fire alarm or other emergency – listen to the instructions given to you by the invigilator.

Instruct candidates:

- All question papers and scripts must be left in the room.
- When you leave the room you are still under exam conditions which means that you must not communicate with any other candidate. This includes the use of mobile phones, text messaging or any other means of communication.
- You must not access any text books or other material that would not normally be allowed in the exam room at the start of the examination.
- You must remain under the supervision of the invigilator and return to the exam room when told to do so.
- Time will be added at the end of the exam to cover the period of interruption.
- Please remember that you are still under exam conditions even though you are no longer in the exam room. Failure to follow these rules could result in your paper being cancelled.
- You will assemble in the **SOUTH PLAYGROUND**.

Actions for invigilators:

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Advise candidates to leave all question papers and scripts in the examination room.
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- At the end of the emergency the Examinations Officer or a senior member of staff will inform you when to return to the examination room.
- Allow candidates time to settle down, reminding them they are still under exam conditions.
- Allow the candidates the full working time set for the examination.
- Make a full written report of the incident to the Examinations Officer.