

Stretford Grammar School



Examinations Policy



Examinations Policy

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Member of staff with overall responsibility: Mr. M. Mullins

Governing Body Sub-Committee with reviewing responsibility: Curriculum

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The purpose of this exams policy is:

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

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

- The exams policy will be reviewed every two years.
- The exams policy will be reviewed by SLT and the Examinations Officer

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

Exam responsibilities

The Headteacher:

- has overall responsibility for the school as an exams school 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.

The Examinations Officer:

- manages the administration of external exams.
- advises the senior leadership team, Curriculum Leaders, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution to all staff and students, of an annual calendar for all exams in which students will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that students and their parents/carers are informed of and understand those aspects of the exams timetable that will affect them.
- checks with 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 students for their exams.
- 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 following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- 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.
- ensures students' 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 exam results and certificates to students and forwards, in consultation with the SLT, any post results service requests.

Curriculum Leaders are responsible for:

- guidance and pastoral oversight of students who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as 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:

- supplying information on entries, coursework and controlled assessments as required by the Curriculum Leader and/or Examinations Officer.

The special educational and disability needs coordinator (SENDCo)/specialist teacher is responsible for:

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

Lead invigilator/invigilators are responsible for:

- assisting the Examinations Officer in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the exams office.

Students 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 exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at the school are decided by the SLT. The types of qualifications offered are GCSE, GCE, EPQ and DIDA.

The subjects offered for these qualifications in any academic year may be found in the school's published prospectus or similar documents for that year.

Informing the Examinations Officer of changes to a specification is the responsibility of the Head of Subject.

Decisions on whether a student should be entered for a particular subject will be taken by the Curriculum Leader in consultation with the class teacher, with the approval of the Headteacher.

Exam series

- Internal mock exams and assessments are scheduled in November/December.
- External exams and assessments are scheduled in the summer series.
- Internal exams are held under external exam conditions.
- The Headteacher decides which exam series are used in the school.
- The school does not offer some assessments on on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Headteacher and the student.

Exam timetables

Once confirmed, the Examinations Officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

Entries, entry details and late entries

- Students or parents/carers can request a subject entry, change of level or withdrawal subject to the Headteacher's permission.
- The school does not act as an exams school for other organisations.
- Entry deadlines are circulated to Curriculum Leader meetings and Curriculum Leaders 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 Headteacher.
- GCSE re-sits/retakes are allowed.
- AS re-sits/retakes are allowed.
- A2 re-sits/retakes are allowed
- Re-sit decisions will be made by Curriculum Leaders and the Head of Sixth Form in consultation with the student and Head of Year.

Exam fees

- Students 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 action well in advance for each exams series.

- GCSE entry exam fees are paid by the school.
- AS entry exam fees are paid by the school.
- A2 entry exam fees are paid by the school.
- Late entry or amendment fees are paid by the department or students.

Fee reimbursements are sought from students:

- 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 students.

Equality Legislation

All staff must ensure that they meet the requirements of any equality legislation.

The school will comply with the legislation, including making reasonable adjustments to the service that they provide students in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Headteacher.

Access arrangements

The SENDCo/specialist teacher will inform subject teachers of students with special educational needs and any special arrangements that individual students will need during the course and in any assessments/exams.

A student's access arrangements requirement is determined by the SENDCo / specialist teacher.

Ensuring there is appropriate evidence for a student's access arrangement is the responsibility of SENDCo / specialist teacher.

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

Rooming for access arrangement students will be arranged by the Data Manager and the Examinations Officer.

Invigilation and support for access arrangement students, as defined in the JCQ access arrangements regulations, will be organised by the SENDCo and the Examinations Officer .

Contingency planning

Contingency planning for exams administration is the responsibility of the SLT.

Contingency plans are available via email and meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated grades

Curriculum Leaders are responsible for submitting estimated grades to the Examinations Officer when requested.

Managing invigilators

- External staff will be used to invigilate most examinations. These invigilators may be used for some internal exams and all external exams.
- Recruitment of invigilators is the responsibility of the Business Manager and Examinations Officer.
- Securing the necessary DBS (Disclosure and Barring Service) clearance for new invigilators is the responsibility of the Headteacher's P.A.
- DBS fees for securing such clearance are paid by the school.
- Invigilators' rates of pay are set by the Governors.
- Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer.

Malpractice

The Headteacher, in consultation with the Examinations Officer, is responsible for investigating suspected malpractice.

Exam days

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

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements as early as possible.

A Lead Invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff must not be present at the start of the exam to assist with identification of students. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

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

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 Curriculum Leaders in accordance with JCQ's recommendations and no earlier than 1 hour after students have completed it .

After an exam, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Reception and Parcelforce.

Students

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

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

In an exam room students 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 not be taken into an exam room.

Disruptive students are dealt with in accordance with JCQ guidelines. Students are expected to stay for the full exam time.

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

The Lead Invigilator is responsible for handling late or absent students on exam day.

Clash students

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

Special consideration

Should a student 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 student's responsibility to alert the Examinations Officer to that effect.

The student must support any special consideration claim with appropriate evidence within 7 days of the exam.

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

Internal assessment

It is the duty of Curriculum Leaders to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officer will assist by keeping 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 Officer by the Curriculum Leader. 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 school's Internal Appeals Procedure (IAP) document.

Results

Students will receive individual result slips on results days, in person at the school or by post to their home address. Students are to provide a self-addressed envelope.

The results slip will be in the form of a school-produced document. Arrangements for the school to be open on results days are made by SLT. The provision of the necessary staff on results days is the responsibility of SLT.

Enquiries about Results (EAR)

EARs may be requested by staff or the student following the release of results. A request for a re-mark or clerical check requires the written consent of the student.

The cost of EARs will be paid by the student.

All decisions on whether to make an application for an EAR will be made by students and subject staff.

If a student's request for an EAR is not supported, the student may appeal and the school will respond by following the process in its Complaints Policy.

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, students may ask subject staff to request the return of written exam papers within 28 days of the receipt of results.

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

Re-marks cannot be applied for once an original script has been returned.

The cost of ATSs will be paid by the student.

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

Certificates

Students will receive their certificates in person at the school

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

The school retains certificates for 2 years.

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

Appendix A

General roles	Access arrangements/ special consideration roles	Invigilator/invigilation/ malpractice roles
<ul style="list-style-type: none"> • Headteacher • Deputy Head • Curriculum Leader • Senior Leadership Team • Examinations Officer • SENDCo • Subject Teacher • Governors • Students • Parents/carers 	<ul style="list-style-type: none"> • SENDCo • Doctor • Pastoral teacher • Educational Psychologist • Teacher • Examinations Officer 	<ul style="list-style-type: none"> • Examinations Officer • School administration • Support staff • Senior leaders • External staff • Agency employee • Headteacher • Senior Leadership Team • Senior invigilator • Invigilator

Appendix B

Risk Assessment for examination procedure

Risk	Early warning	Control to prevent	Control to resolve
Invigilator does not turn up	Phone or "no show"	Invigilator timetables – sign tear-off slip to confirm dates	On busy days employ emergency invigilator or EO to cover
Fire alarm goes off			Ensure invigilators are aware of policy. SLT to assist in maintaining security of exam. Allocate specific area for exams.
Student taken ill during exam			Invigilators aware of policy, first aider on call. Special Consideration for all students.
Bad weather or transport problems	Weather report	Possible delay to start of exam	Delay start, contact Awarding Body, isolation of students if late and hold staggered sessions if necessary. Special Consideration
Students do not turn up for exam		Student timetables and information from subject teachers	Phone pre collected numbers and collect students from home.
Students turn up who are not entered		Subject teachers/HODs ensure entry checklists are correct	Find a paper, seat them, amend attendance list and make entry. Charge late fee to department or the student in question. If recurring problem see SLT.
Cheating in the room	Invigilator reports problem	Warning to students and information from tutors.	Invigilators aware of policy, SLT on-call to deal with malpractice issues.
Disruption in the room	Invigilator reports problem	Warning to students and information from tutors. Information from tutors to EO re problem students in order to isolate.	Invigilators aware of policy, SLT on-call to deal with malpractice issues.
Late arrivals	Phone call or just turn up late	Student timetable and information from tutors	Invigilators aware of policy. Complete "Late Arrivals" form.
EO does not turn up	Phone call	Regular meetings with line manager	Data Manager to deputise.
Exam room flooded	Check room, or invigilator	Regular premises checks	Find alternative accommodation. Special

	reports problem		Consideration.
Wrong entry made – incorrect paper		Subject teachers/Curriculum Leaders to ensure entry checklists are correct	Contact Awarding Body for copy of paper if necessary. Provide exam paper, seat and amend entry.
EO leaves/long term sick	Notification from EO	Regular meeting with line manager	SLT to have back-up policy
Curriculum model changes	Government white paper. Information from NAA and QCA, and AB's		Planning and Action Plan to implement changes.
Damage to office	Regular premises checks	Regular premises checks	Need AB's 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 and Awarding Body for assistance. Contact AB to inform entries will be late.
Receiving inaccurate or late entry information	Trial run to be undertaken and returned to HODs for checking again to confirm entry and tiers	Subject teachers/Curriculum Leaders ensure entry checklists are correct and on time.	Charge late fee to department.
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.	Contact Awarding Body.
HOD long term sick or leaves	Resignation or sick note.		Replacement to be nominated and EO to have input in training.
AB communications systems fail	Papers do not arrive, on-line systems incorrect, difficult to contact by telephone.		Contact Awarding Body to report problem. Give extra time for checking.

Risk Assessment Form (for examination procedures)

Department	Support	Person completing Assessment	
Activities/Systems being assessed	Exams	Signature/Date	

	Activity	Adverse occurrence /dependency	Adverse outcome	Likelihood 1 - 3	Severity 1 - 3	Level of risk (LxS)	Control measures	Person responsible	Results
1	Absence of Examinations Officer due to illness on exams day	EO has keys to exam store, is aware of seating plans, clashes, any special requirements	Exam papers unavailable, delayed start	3	3	9	Duplicate set of keys held by Examinations Officer and 1 other; adequate instructions available	<ul style="list-style-type: none"> EO Ex. asst Head of school 	
2	Computer malfunction	Exam entries, amendments cannot be made by EDI	AB deadlines cannot be met	2	3	6	Notify IT Manager; ensure adequate supplies of paper entry sheets	<ul style="list-style-type: none"> EO Head of school 	
3	Fire during examination	Evacuation of room	Lives endangered, exam scripts	2	3	6	Invigilators are aware of fire procedure; Adequate fire alarms	<ul style="list-style-type: none"> EO Head of school Site mgr 	

			spoiled						
4	Fire in sports hall, cannot use for exam	All main exams held in here - seats	Insufficient exam rooms may violate JCQ rules	2	3	6	Adequate fire alarms Contingency plans for spare rooms	<ul style="list-style-type: none"> • Site Manager • EO • Headteacher 	
5	Non-receipt of exam papers	Unable to hold exam - delayed start	Delays and upset to students	1	3	3	Check paper receipt well in advance – contact exam boards in good time	<ul style="list-style-type: none"> • EO 	
6	Human error	Students entered for incorrect tier	Affects student grade	3	2	6	Check of procedures by student (statement of entry) and staff (student lists) should avoid this	<ul style="list-style-type: none"> • EO • Curriculum Leaders • Student 	