



**WOLGARSTON HIGH SCHOOL**  
Staffordshire



# Examinations

## A Statement of Policy

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Signature of Headteacher:

Signature of Chair of Governors:

## **Purpose**

**This policy is in accordance with, and supports and underpins, the rules and regulations for the conduct of examinations issued by Joint Council for Qualifications (JCQ).**

The purpose of the Examination Policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates;
- to ensure that the requirements of individual examination boards are properly adhered to;
- to ensure the operation of an efficient examination 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.

This Examination policy will be reviewed annually by the Head of Centre (Headteacher), the school's Senior Leadership Team (SLT) and Examinations Officer.

## **Examination Responsibilities**

### **Head of Centre (Headteacher)**

Overall responsibility for the school as an examination Centre and BTEC provider:

- advises on appeals and re-marks;
- the Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. (Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments* and Wolgarston High School's policy *Malpractice and Procedures in Examinations and Assessment*.)

### **Examinations Officer**

Manages the administration of public and internal exams and analysis of examination results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards;
- oversees the production and distribution to staff, governors 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;
- 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 examination papers and completed scripts;
- administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*;
- identifies and manages examination timetable clashes;

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- accounts for income and expenditures relating to all examination costs/charges;
  - line manages the senior examination invigilator in organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of examinations;
  - 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 examination 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 examinations;
  - displays notices for candidates.

### **Assistant Head (Pathways)**

Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made, and:

- advises the SLT, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards;
- oversees the production and distribution to staff, governors 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.

### **Subject Curriculum Leaders**

Provision of guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries, including:

- involvement in post-results procedures;
- accurate completion of coursework mark sheets and declaration sheets;
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer;
- prepare and present reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

### **Teachers**

- will be notified of access arrangements (as soon as possible after the start of the course), by the Special Educational Needs Co-ordinator (SENCO);
- are responsible for the submission of candidates' names to Subject Curriculum Leaders.

### **Special Educational Needs Co-ordinator**

Responsibility for:

- administration of access arrangements;
- identification and testing of candidates, establishing 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.

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## Chief Invigilator

- Collection of examination papers and other material from the examinations office before the start of the examination;
- ensures that all examinations are conducted following examination board guidelines;
- collection of all examination papers in the correct order at the end of the examination and their return to the examinations office;
- recruitment of examination invigilators;
- training of examination invigilators;
- timetabling of examination invigilators.

## Candidates

- Confirmation and signing of entries;
- understanding coursework and BTEC regulations and signing a declaration that authenticates the coursework/assignments as their own;

*It is the responsibility of the candidate to arrive fully equipped for all examinations.*

## ***The Statutory Tests and Qualifications Offered***

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre and the SLT.

The statutory tests and qualifications offered are: GCSE, GCE AS and A2 Level, DiDA and BTEC.

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 Examinations Office must be informed by **1 March 2011**.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate, parent/carer, SENCO, subject teacher, Subject Curriculum Leader and Assistant Headteacher for the appropriate pathway and is subject to approval by the SIG (School Inclusion Group).

### **At Key Stage 3**

All candidates will take English, Mathematics, Science, Modern Foreign Languages, Humanities, Technology, Physical Education and Information & Communications Technology.

### **At Key Stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

## ***Examination Seasons and Timetables***

### **Examination Seasons**

Internal exams are scheduled by Mr Chris Curtis (Assistant Headteacher). In 2010/2011 they take place in December for Year 11, with a limited number of exams for Year 10 during June. All internal exams are held under external examination conditions.

**External examinations are scheduled as per examination board notification.**

## ***Entries, Entry Details and Late Entries***

### **Timetables**

- Once confirmed, the Examinations Officer will circulate the examination timetables to all candidates.

### **Entries/Late Entries**

- Candidates are selected for their examination entries by the Subject Curriculum Leaders and the subject teachers;
- candidates, or parents/carers, can request a subject entry, change of level or withdrawal;
- the Centre does accept entries from external candidates;
- entry deadlines are circulated to Subject Curriculum Leaders by the Examinations Officer;
- late entries are authorised by Subject Curriculum Leaders.

## ***Examination Fees***

The Centre will pay all normal examination fees on behalf of candidates. Late entry or amendment fees are paid by departments.

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.

Students wishing to retake any examinations must have authorisation and guidance from Subject Curriculum Leaders. All retakes must be paid for by the student.

## ***The Disability Discrimination Act (DDA)***

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All Examination Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Special Needs**

A candidate's special needs requirements are determined by the SENCO and 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 examination, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

### **Access Arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Examinations Officer.

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

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

Invigilation and support for access arrangement candidates will be organised by the SENCO with the examination Officer.

- Stated candidates have extra time automatically; they can be placed in main venue if requested (choice discussed with parents/carers and Connexions).
- Extra time can be granted to candidates if an educational psychologist's report has been produced while they have been in secondary education.
- Candidates with dyspraxia or medical conditions may also have extra time.

## ***Estimated Grades***

The Heads of subject will submit estimated grades to the Examinations Officer when requested to do so.

## ***Managing Invigilators and Examination Days***

### **Managing Invigilators**

- External invigilators may be used for internal examinations and external exams.
- The recruitment of invigilators is the responsibility of the Chief Invigilator or the Business Manager
- Invigilators are timetabled and briefed by the Chief Invigilator.
- Invigilators' rates of pay are set by the Headteacher.

### **Examination Day Protocol**

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

Site management is responsible for setting up the furniture in the allocated rooms.

The lead Invigilator will start all examinations in accordance with JCQ guidelines.

Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical examinations, subject teachers may be on hand in case of any technical difficulties.

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 Subject Curriculum Leaders at the end of the examination session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the examination, if required.

## *Candidates, Clash Candidates and Special Consideration*

### **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.

All candidates are advised annually of JCQ guidelines via the notice produced by JCQ and a reminder in the examination timetable booklet.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### **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 ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre, the Examinations Officer, or the examination invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the **examination with**, for example, a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## *Coursework and Appeals Against Internal Assessments*

### **Coursework**

Candidates who have to prepare coursework should do so by the end of the course.

Subject Curriculum Leaders will ensure all coursework is ready for despatch at the correct time. The Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the Examinations Office by the Subject Leaders/Faculty Leaders.

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## Appeals against Internal Assessments

The Centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Officer.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded;
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification;
- appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements;
- the Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

## *Results, Enquiries About Results (EARs) and Access to Scripts (ATS)*

### Results

Candidates will receive individual results slips on results days either in person at the Centre or by post to their home addresses (candidates to provide a stamped, addressed envelope).

Arrangements for the school to be open on results days are made by the Assistant Headteacher /Examinations Officer.

Support to students following results is provided by Head of Sixth Form/Senior Leadership Team.

The provision of staff on results days is the responsibility of the Examinations Officer.

### 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.

If a result is queried, the Examinations Officer, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

When the Centre does not uphold 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.

#### Access to Scripts

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

GCSE re-marks cannot be applied for once a script has been returned.

## ***Certificates***

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing by the candidate.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The Centre retains certificates for one year.

## ***Commitment***

As a school, we are committed to making continuous improvement in all aspects of school life. This statement of policy is dynamic in that it is subject to monitoring, evaluation and modification. It will be reviewed annually.

## ***Responsibilities***

Ultimate responsibility for this policy's introduction and implementation lies with the Headteacher in consultation with the Governing Body. It is important to recognise that all staff, students and parents have an active part to play in the evolution, development and maintenance of this policy.