



# **Hagley Catholic High School Exam Policy**

**2017**

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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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Headteacher, deputy head, exams officer and presented to the governor Pupil Affairs Committee.

## **1. Exam responsibilities**

Head teacher

Mrs S Horan

Overall responsibility for the school/college as an exam centre:

- advises on appeals and re-marks
- the Headteacher is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected malpractice in examinations and assessments.
- External validation of courses followed at key stage 4 / post-16.

Exams officer

Mrs P Sherwood

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

- 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 are informed of the exam timetable. The individual exam timetables will be issued to year 10 and year 11 parents either electronically or via the candidates.
- consults with teaching staff to ensure that necessary coursework/controlled assessment/non-examined assessment 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
- Ensures that access arrangements are administered and applications for special consideration are processed (following the *JCQ Access arrangements and Reasonable Adjustments Guidance and JCQ guide to special consideration process*)
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the lead exams invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents results to the SLT.
- facilitates the Head of Departments collection and submission of candidates' coursework/controlled assessment/non-assessment marks.
- 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.

Assistant Headteacher      Mr K Frobisher

- Organisation of teaching and learning.

Heads of department      Subject Leaders

- Ensure students understand the requirements for the scheme of assessment for the relevant award.
- Guidance and pastoral oversight of candidates and teachers who are unsure about exam entries or amendments to entries.
- Assist with managing the candidates entering exam venues.
- Identify students or, if unable to do so, allocate a member of department to do so or assist with task.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets/controlled assessment/non-examined mark sheets and declaration sheets and to provide a copy to exam office.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Guidance to candidates with regard to examination results.
- Understand and comply with controlled assessment/non-examined assessment policy.

Head of careers              Mrs K Tedd

- Guidance and careers information.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.

- Understand and comply with controlled assessment/non-examined assessment policy.
- Submission of coursework/controlled assessment/non-examined assessment to Head of Department.

#### Learning Support Manager

Mrs L Imrie

- Administration of access arrangements. Process any necessary applications in order to gain approval (if required).
- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements.
- Instructing all Departments at the beginning of academic year and amending throughout the course of necessary access arrangements required for examinations and controlled/non-examined assessments.
- 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.
- Liaise with network manager for provision of IT equipment.
- Monitor access arrangements and advise staff where necessary at beginning of exam session.

#### Lead invigilator/invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Manage exam in accordance with JCQ regulations.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

#### Candidates

- Confirmation and signing of entries.
- Understanding coursework/controlled assessment/non-examined assessment regulations and signing a declaration that authenticates the coursework/controlled/non-examined assessment as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

#### Administrative staff

- Support for the input of data.
- Liaise with Learning Support Co-ordinator and administer access arrangements and make applications for special consideration following the regulations in the JCQ publications.
- Posting of exam papers.
- Distribution of exam certificates.

Network Manager                      Mr D Jones

- Supply, prepare, test IT equipment for candidates in liaison with Learning Support Manager and Exam Officer.
- Support when required during exam.

Site Manager                              Mr S Wilcox

Preparation of exam rooms as required by exam timetable in accordance with exam Accommodation requirements.

## **2. Qualifications offered**

The qualifications offered at this centre are decided by the Headteacher, heads of curriculum and the heads of department.

The qualifications offered are GCSE, GCE, Applied General, Applied Diploma, Extended Project, CiDA, Functional Skills, Microsoft Office Specialist, and Entry Level.

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 by July of that academic year.

At Key Stage 3

All candidates will take English, Mathematics, Science and RE school exams. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

Decisions on whether candidates should not take an individual subject or all end of year exams will be taken in consultation with the candidates, parents/carers, subject teachers, head of key stage and the deputy head.

At Key Stage 4

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

At Post-16

It is expected that unreformed AS units will be completed at the end of year 12.

Unreformed subjects will complete A2 units in year 13 and reformed subjects will complete their A Level exams at the end of year 13.

### **3. Exam seasons and timetables**

#### 3.1 Exam seasons

Internal exams are scheduled as published in the school calendar.

External exams are scheduled in November, January, May and June.

Internal exams in Mock GCE and GCSEs are held under external exam conditions.

Which exam series are used in the centre is decided by the heads of curriculum and the heads of department.

#### 3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

### **4. Entries, entry details, late entries and retakes**

#### 4.1 Entries

Candidates are selected for their exam entries by the heads of subject and the heads of department.

A candidate or parent/carer can request a meeting with the relevant head of subject to discuss a subject entry or a change of level.

Heads of department will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

The centre does accept entries from external candidates in exceptional circumstances.

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

#### 4.2 Late entries

Entry deadlines are circulated to heads of department via email, school calendar and internal post.

Late entries are authorised by heads of department and exams officer.

#### 4.3 Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, exams officer, heads of department and the heads of subject.  
(See also section 5: Exam fees)

## **5. Exam fees**

GCSE initial registration and entry exam fees are paid by the centre.

For unreformed subjects A2 and AS initial registration and entry exam fees are paid by the centre.

For reformed subjects initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the candidates or the departments depending on the reason.

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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework/controlled/non-examined assessment requirements.

The fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates, unless they are Year 13 students who have re-enrolled for the year on an AS course for that re-sit subject. In this case the centre will pay for one re-sit per unit.

(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

## **6. Equality Legislation, special educational needs and access arrangements**

### **6.1 Equality Legislation**

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

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 Headteacher.

## 6.2 Special educational needs

A candidate's special educational needs requirements are determined by the Learning Support Manager, doctor, pastoral teacher and the educational psychologist / specialist teacher.

The Learning Support Manager will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The Learning Support Manager can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

## 6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the Learning Support Manager and the exams officer.

The Learning Support Manager will inform subject teachers of candidates requiring access arrangements at the beginning of the academic year.

Ensuring there is appropriate evidence for a candidate's access arrangement and submitting completed access arrangement applications to the awarding bodies is the responsibility of the Learning Support Manager.

Rooming for access arrangement candidates will be arranged by the Learning Support Manager with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the Learning Support Manager with the exams officer.

# **7. Managing invigilators and exam days**

## 7.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for all exams.

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

Securing the necessary Disclosure and Barring Service (DBS) 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 briefed by the exams office.

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



## 7.2 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. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams subject teachers may be on hand in case of any technical difficulties (in accordance with the 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 heads of department/faculty at the end of the exam session.

## **8. Candidates, clash candidates and special consideration**

### 8.1 Candidates

The exams officer will provide information, either hard copy or electronically, to candidates in advance of the external exam series.

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.

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, smart watches and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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 or Headteacher.

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.

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

## 8.2 Clash candidates

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

## 8.3 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 application to the relevant awarding body within seven days of the last exam in the series in each subject.

# 9 Coursework/Controlled Assessments/Non-examined Assessments and appeals against internal assessments

## 9.1 Coursework/Controlled Assessments/Non-examined Assessments

Subject staff must ensure that students have been told of all deadlines, requirements and regulations relating to coursework/controlled assessments/non-examined assessments.

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of department will ensure all coursework/controlled assessment/non-examined assessment is ready for despatch at the correct time and provide a copy to the exam office. The exams officer will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are provided to the exams office by the heads of subject and the heads of department.

***Further details: see school website:***

**Internal appeals procedures**

**Non-examination assessment policy**

<http://www.hagleyc.worcs.sch.uk/index.php/ourschool/documentsparents/examinations>

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/controlled assessment/non-examined assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- appeals should be made in writing using an internal appeals form (obtained in the Internal appeals procedures document) at least one week prior to the submission of centre marks to the awarding body, as advised by the subject teacher. The Headteacher will appoint a senior member of staff to conduct an investigation.
- The outcome of the appeal will be made known to the Headteacher, copied to the exams officer and the appellant will be notified in writing. This will be recorded for awarding body inspection.

## **10. Results, enquiries about results (EARs) and access to scripts (ATS)**

### 10.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

Results will not be issued by phone.

Arrangements for the school to be open on results days are made by the Headteacher.

The provision of staff on results days is the responsibility of the exams officer.

### 10.2 EARs (Enquiries about Results)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR for externally assessed components, a candidate may apply to have an enquiry carried out. If a candidate requires this they will be charged.

(See section 5: Exam fees)

A request for a review or clerical check requires 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.

### 10.3 ATS (Access to Scripts)

GCE and GCSE candidates may request their marked scripts for investigation. Candidates will be charged for this service.

All GCE and Pearson GCSE candidates may request priority copies of their scripts before deciding whether to lodge an enquiry about results. Candidates will be charged for this service.

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

Processing of requests for ATS will be the responsibility of the exams officer.

## **11. Malpractice**

The Headteacher in consultation with the exams officer is responsible for investigating malpractice and will report anything they deem to be malpractice.

## **12. Contingency planning**

The centre's exam contingency plan lies with the exams officer and Headteacher.

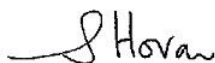
## **13. Certificates**

Certificates are collected and signed for.

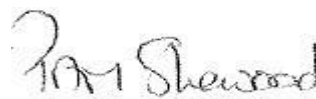
Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing and have appropriate ID.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for two years. After that date candidates must apply for a certifying statement of results from the relevant exam board. There is a charge for each certifying statement of results.



.....  
**Headteacher**



.....  
**Exams officer**

.....  
**Date**

The policy is next due for review: