



# **St Nicholas Catholic High School**

## **Exam Policy 2018**

## Version Control

Current version	Previous version	Summary of changes made
1	2016	Removal of reference to re-sits and AS level qualifications
	Nov 2017	Estimated Grades paragraph removed as not applicable Added in re-sits costs on page 7

Policy Impact Statement	
<b>Policy:</b>	
<b>This Policy has been implemented:</b>	
Fully	
Partially	
Occasionally	
Not at all (give reasons why)	
<b>What revisions need to be made:</b>	
To the Policy?	See Version Control Above
To its implementation?	

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# **St Nicholas Catholic High School**

## **Exam Policy**

### **Rationale**

St. Nicholas Catholic High School recognises the importance of ensuring that the planning and management of exams are conducted efficiently and in the best interest of candidates. In order to ensure the operation of an efficient exam system, clear guidelines for all relevant staff need to be put in place.

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 every year.

This exam policy will be reviewed by the Head of Centre, Senior Leadership Team, Exams Officer and the Examination Administrator.

### **Responsibilities**

#### **Head of Centre**

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

- 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*.

#### **Exams Officer/Exam Administrator**

Manages the administration of public exams and distribution 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 and understand those aspects of the exam timetable that will affect them.
- consults with teaching staff to ensure that necessary controlled 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.
- 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 exam timetable clashes.
- accounts for resit and absence charges relating to all external exam.
- line manages the senior exams invigilator in organising the recruitment, induction training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 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.
- submits candidates' controlled assessment marks, tracks despatch and stores returned controlled assessment 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.
- Input of data for examination entries.
- Posting of exam papers.
- Support staff and students in their request for information concerning examinations
- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students 'cash-in' codes for terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

### **Curriculum Manager/Subject Leader**

- Provide information about changes in syllabus/new courses.

### **Subject Leaders**

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that all assessment requirements are in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.

- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Accurate completion of controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.

### **Teachers**

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.  
<http://www.jcq.org.uk/exams-office/controlled-assessments>
- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate entries estimated grades and controlled assessment marks to Subject Leaders.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

### **SENCO**

- Administration of access arrangements.

- Identification and testing of candidates' 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.

### **Senior Invigilator/Invigilators**

- Collection of exam papers and other material from the sports hall before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Maintain correct examination procedures in the exam venues.
- Supervision of candidates into, out of and during exams

### **Candidates**

- Confirmation and signing of entries.
- Understanding controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own.
- Adherence to exam board regulations
- Provision of correct equipment for exams
- To be aware of time and location of their exams and to be punctual for all exams.

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

The statutory tests and qualifications offered at this centre are decided by the: Head of Centre, Subject Leaders, Senior Leadership Team and Examination Officer.

The statutory tests and qualifications offered are GCSE, A Levels, AS Levels 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 at the beginning of the academic year.

At Key Stages 4 & 5:

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

## **Exam Seasons and Timetables**

### **Exam Seasons**

Internal exams are scheduled as per the school planner with external invigilators being employed for Year 11 mock GCSEs.

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

All internal exams are held under external exam conditions and are overseen by Subject Teachers.

Which exam series are used in the centre is decided by the Head of Centre, Subject Leaders and Exams Officer.

### **Timetables**

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

## **Entries, Entry Details, Late Entries and Re-sits**

### **Entries**

Candidates are selected for their exam entries by the Subject Leaders and the Subject Teachers.

A candidate or parent/carer can request a consultation regarding a subject entry, change of level or withdrawal.

The centre accepts external entries subject to consultation and the agreement of the centre.

### **Late entries**

Entry deadlines are circulated to Subject Leaders via memo.

Late entries are authorised by Subject Leaders via memo.

### **Re Sits**

Key Stage 5 – Students will be expected to pay for any re-sits taken, with the exception of 16 – 19 Student Financial Support Funding Students, for whom the school will cover the cost of the first re-sit only. Any additional re-sits of the same exam, the students will be expected to pay any costs involved.



## **Exam Fees**

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

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the 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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary controlled assessment requirements, subject to circumstances.

This 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 second and any subsequent retakes are paid by the candidates.

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.

Departments will be charged for enquiry about results and access to scripts, unless the enquiry has been initiated by the candidate.

Subject Leader/Teachers who suspect a large number of scripts have been incorrectly marked, should seek the clearance of the Head Teacher before seeking remarks or access to scripts.

At Key Stage 5, if a student's attendance falls below 80% during the course of the year, without any support medical evidence, the centre could ask for payment of exams.

## **The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

### **DDA**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam 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 the 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 exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

## **Access Arrangements**

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

## **Managing Invigilators and Exam Days**

### **Managing Invigilators**

External invigilators will be used for supervision of all examinations.

The recruitment of invigilators is the responsibility of the Exams Office plus the School Business Manager

Securing the necessary Disclosure & 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.

### **Exam Days**

The Exams Officer/Exam Administrator 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 may start exams in accordance with JCQ guidelines.

Subject staff are authorised to be present at the start of the exam to assist with identification of candidates and any matters of general organisation.

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 Subject Leaders the day following the exam.

### **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.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

It is the school's policy that candidates remain in the exam room even when they are finished until they are dismissed by Exam Officer/Exam Administrator/Senior Invigilators/Year Leader/Assistant Head Teacher

Assistant Head Teacher or Year Leader arrange for candidates who are late to be contacted.

#### **Clash Candidates**

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

#### **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 form to the relevant awarding body within seven days of the exam.

### **Controlled assessment and Appeals Against Internal Assessments**

#### **Controlled assessment**

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

Subject Leaders will ensure all controlled assessment is ready for despatch at the correct time and the exams office 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 Subject Leaders.

#### **Appeals against Internal Assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

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 controlled assessment 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 exams 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 in person at the centre/by post to their home addresses (candidates to provide an A4 sae).

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

The provision of staff on results days is the responsibility of the Curriculum Manager.

The centre aggregates at the end of year 12 for AS grades.

The exception to the above is Further Mathematics.

### **EARs**

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, 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.

### **ATS**

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

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

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

GCE/GCSE re-marks cannot be applied for once an original script has been returned.

### **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.

Certificates may be withheld from candidates who owe fees.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for one year.

**Mr R Woods**  
**Head of Centre**

**Miss G Hardman**  
**Exams Officer**

**Mrs T Leech**  
**Curriculum Manager**

Reviewed by: Student Welfare & Progress Committee	Date: 15 <sup>th</sup> November 2018
Ratified by Governing Body	Date: 6 <sup>th</sup> December 2018
Review of Policy Due By	Date: October 2019