



## **EXAMINATIONS POLICY**

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- 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 centre's exam processes to read, understand and implement this policy. The exams policy will be reviewed every two years by the Exams Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

### **Exam responsibilities**

#### **The Head of Centre:**

- Has overall responsibility for the school/college as an exam centre and advises on appeals and reviews of marking.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected Malpractice in examinations and assessments.

#### **Exams Officer:**

- Manages the administration of internal exams and external exams throughout the school year.
- Advises the senior leadership team, subject and class tutors, 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 centre 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 exams timetable that will affect them.
- Checks with teaching 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 candidates 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 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 the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' 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 candidates and forwards, in consultation with the SLT, any post results service requests.

#### **Assistant Head Teacher**

- Line Manages Exam Officer

**Subject Leaders are responsible for:**

- Guidance and pastoral oversight of candidates 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 Exams 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 subject Leader and/or Exams Officer.

The **SENCO** is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they can put in place exam day arrangements
- Process any necessary applications in order to gain approval (if required).
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

**Lead Invigilator/ Invigilators** are responsible for:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the exam 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 exam office.

**Candidates** 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.

**Receptionist** is responsible for:

- Ensuring that the Exams Officer is notified immediately of any exam parcels that arrive by courier
- Posting of exam papers.
- Countersigning of exam post despatched through the orange exam folder as proof of delivery and ensuring that post sent recorded delivery is dated in the book.

**Site Staff** are responsible for:

- Supporting the Exams Officer in relevant matters relating to exam rooms and resources

**Qualifications offered**

The qualifications offered at this centre are decided by the Head of Centre, Deputy Head, Subject Leaders and Senior Leadership team. The types of qualifications offered are GCSE, GCE AS & A Levels, Extended Project, Technical Awards and BTEC courses. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by June of the year before entry. Informing the exams office of changes to a specification is the responsibility of the Subject Leader. Decisions on whether a candidate should be entered for a subject will be taken by the Deputy Head in consultation with the Subject Leader.

## **Exam series**

- Internal exams (mock or trial exams) and assessments are scheduled in December, January, March and June
- External exams and assessments are scheduled in May and June.
- Core Internal exams are held under external exam conditions.
- The Senior Leadership team and subject leaders decide which exam series are used in the centre.
- The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the senior leadership team and subject leaders.

## **Exam Timetables**

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

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

- Candidates or parents/carers can request a subject entry, change of level or withdrawal.
- The centre acts as an exam centre for other organisations.
- Entry deadlines are circulated to heads of department/curriculum via email, internal post/pigeonhole, the school VLE.
- Subject Leaders will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the Assistant Headteacher.
- GCSE re-sits/retakes are allowed.
- AS re-sits/retakes are allowed just in Core Mathematics
- A level re-sits/retakes are allowed.
- BTEC External Assessment re-sits are allowed,
- Re-sit decisions will be made by the Assistant Headteacher in consultation with subject leaders, candidates and parent/guardians.

## **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.

- The Exams Officer will publish the deadline for actions well in advance for each exam series.
- GCSE entry exam fees are paid by the centre.
- AS entry exam fees, where applicable, are paid by the centre.
- A Level entry exam fees are paid by the centre.
- Technical course exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre.
- Fee reimbursements are sought from candidates:
  - 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.

This fees reimbursement policy will be communicated in writing by the Exams Officer to candidates and parents at the start of the exam period. Re-sit fees are paid by the candidate at KS5. At KS4 re-sits may be paid for by the centre if the centre supports the need for a re-sit, otherwise, candidates will be asked to pay. For BTEC External Assessment re-sits, candidates will be asked to pay. Where the candidate improves the BTEC unit grade, the candidate will be reimbursed the cost of the re-sit.

## **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 that they

provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

### **Access Arrangements**

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

- A candidate's access arrangements requirement is determined by the SENCO.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of SENCO.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.
- Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer in conjunction with the SENCO.

### **Contingency Planning**

Contingency planning for exams administration is the responsibility of the Exams Officer. Contingency plans are available via email, internal post/pigeonhole, the school VLE and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

### **Private Candidates**

Managing private candidates is the responsibility of the Exams Officer.

### **Managing Invigilators**

- External staff may be used to invigilate examinations.
- These invigilators will be used for internal exams and/or external exams.
- Recruitment of invigilators is the responsibility of the Personnel Officer and Assistant Head Teacher.
- Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the personnel officer.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators' rates of pay are set by the head of centre.
- Invigilators are booked and timetabled by the Exams Officer.
- Invigilators are trained and briefed by the Exams Officer.

### **Malpractice**

The head of centre in consultation with Exams Officer and Assistant Head Teacher is responsible for investigating suspected malpractice in accordance with JCQ guidelines.

### **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 staff is responsible for setting up the allocated rooms and will be advised of requirements in advance.

The exam officer, lead invigilator will start and finish all exams in accordance with JCQ guidelines.

Senior members of centre staff may be present at the start of the exam to assist with identification of candidates. 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' 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 subject leaders in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with lead invigilators and the receptionist.

Subject staff may be present outside the exam venues to assist with identification of candidates and to offer support and encouragement to candidates up until they enter the exam room.

### **Candidates**

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

The centre's published rules on acceptable dress and behaviour always apply. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Candidates are responsible for ensuring that they have all the necessary equipment required for the exams.

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 not be taken into an exam room.

In line with the JCQ guidelines, candidates will be asked to remove their wrist watches and place them on their desk.

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

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

The Exams Officer is 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.

### **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 Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 10 days of the exam.

The Exams 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 subject leaders to ensure that the deadlines in the Review of Marking Policy are followed **[See Appendix A]** and that all internal assessment is ready for dispatch at the correct time. The Exams 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 when finalised are provided to the exam's office by the Subject Leader.

## **Results**

Candidates will receive individual results slips on results days,

- In person at the centre.
- By post to their home address

The results slip will be in the form of a centre produced document. Arrangements for the centre to be open on results days are made by the Assistant Head Teacher. The provision of the necessary staff on results days is the responsibility of the Head of Centre.

## **Enquiries about Results (EAR)**

EARs may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the 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.

The cost of EARs will be paid for by the candidate.

All decisions on whether to make an application for an EAR will be made by the Assistant Head Teacher and the candidate.

If a candidate's request for an EAR is not supported, the candidate may appeal, and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

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 written exam papers within 5 days of the receipt of results.

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

For Pearson Edexcel, which has a free online Access to Scripts service that allows centres to download copies of exam scripts, the Exams Officer will provide Subject Leaders with a consent form on results day to allow them to get consent from students to access this service.

- An EAR cannot be applied for once an original script has been returned.
- The cost of EARs will be paid by the candidate.
- Processing of requests for ATS will be the responsibility of the Exams Officer.

## **Certificates**

Candidates will receive their certificates in person at the centre. The date from when certificates can be collected will be issued on results day. Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are. The centre retains any unclaimed certificates for three 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 policy is next due for review on **September 2024**.

## **APPENDIX A**

### **Reviews of marking - Centre Assessed Marks & Internal Appeals (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) – Summer 2024**

Glenthorne High School is committed to ensuring that whenever its staff mark candidates' work it is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill. Glenthorne High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Subject Leaders will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Subject Leaders will ensure candidates are informed that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. (Using Glenthorne High School Examination Office form).
3. Candidates must request copies of materials, in writing to the Exams Officer within one week of receiving centre assessed work.
4. The Exams Officer will, having received a request for copies of materials, liaise with the Subject Leader to make materials available to the candidate, allowing enough time for pupils to review materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing to the Exams Officer (Using Glenthorne High School Examination Office form).
6. Glenthorne High School will allow enough time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Glenthorne High School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The Reviewer may be a member of centre staff or a third party.
8. Glenthorne High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. The candidate will be informed in writing, by the Exams Officer, of the outcome of the review of the centre's marking.
11. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept by the Exams Officer and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

The generic schedules for reviews of marking of GCSE and A Level courses are shown below. If subject areas return marks before the 18th April, then pupils have 1 week to request a review of marking and should complete the Glenthorne High School Examination Office form available from the Exams Officer.

BTEC courses have a specific review of marking procedure which is shared with pupils at the start of the course and available to view on the school website.

Schedule for Review of Marking – Biology, Chemistry, Computer Science, Dance, Design Technology, Drama, English Lang/English Literature, Extended Project, Geography, History, Media Studies, Film Studies, Music, Physics and Product Design.

Monday 15 <sup>th</sup> April 2024	Marks returned to pupils
Friday 19 <sup>th</sup> April 2024	Deadline for pupils to request materials to inform their decision. Materials should be returned to pupils within 1 week of the request.
w/c 22 <sup>nd</sup> April 2024	Materials to be returned to pupils along with a form to complete if they wish to go ahead with a review of marking.
Friday 26 <sup>th</sup> April 2024	Deadline for pupils to return the request for a review of marking.
Thursday 2 <sup>nd</sup> May 2024	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 5 <sup>th</sup> May 2024	Marks submitted to Exam Board

Schedule for Review of Marking – Physical Education

WC 26 <sup>th</sup> February 2024	Marks returned to pupils
Friday 1 <sup>st</sup> March 2024	Deadline for pupils to request materials to inform their decision. Materials should be returned to pupils within 1 week of the request.
Friday 8 <sup>th</sup> March 2024	Materials to be returned to pupils along with a form to complete if they wish to go ahead with a review of marking.
Friday 15 <sup>th</sup> March 2024	Deadline for pupils to return the request for a review of marking.
Thursday 21 <sup>st</sup> March 2024	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 22 <sup>nd</sup> March 2024	Marks submitted to Exam Board



## Schedule for Review of Marking – Art, Photography, Textiles.

### GCSE

Thursday 28 <sup>th</sup> March 2024	Coursework Marks returned to pupils
Monday 15 <sup>th</sup> April 2024 by lunchtime	Deadline for pupils to return the request for a review of marking.
Friday 19 <sup>th</sup> April 2024	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 24 <sup>th</sup> May 2024	Deadline for GHS to submit marks to Exam Board

### A LEVEL

Monday 18 <sup>th</sup> March 2024	Coursework Marks returned to pupils
Friday 22 <sup>nd</sup> March 2024	Deadline for pupils to return the request for a review of marking.
Monday 25 <sup>th</sup> March 2024	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 24 <sup>th</sup> May 2023	Deadline for GHS to submit marks to Exam Board

**After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The final mark submitted to the awarding body should therefore be considered provisional. The awarding body moderation process may lead to mark changes either upwards or downwards and this process is outside the control of Glenthorne High School and is not covered by this procedure.**