



Rugby Free

Secondary School

EXAMINATIONS POLICY

2017-18

Policy Purpose

Current JCQ guidelines require centres to have a written examination policy

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.

The exam policy will be reviewed annually by the Head of Centre, Senior Leadership Team, Examinations Officer and Governors.

Exam Responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks
- Reports all suspicions or actual incidents of malpractice to the exam board in line with JCQ's guidance - Suspected Malpractice in Examinations and Assessments 2016-17
- Follows all JCQ exam regulations

Examinations Officer

Manages the administration of public and internal exams:

- Advises the Senior Leadership Team, subject teachers, form tutors and relevant support staff on annual exam timetables and examination procedures as set by the various awarding bodies
- Maintains systems and processes to support the timely entry of candidates for their exams
- Produces and distributes timetables to candidates for all internal / external exams and communicates regularly with staff concerning imminent deadlines
- Ensures that candidates and their parents are informed of the rules and regulations set by the JCQ, the awarding bodies and Rugby Free Secondary School
- Provides and confirms detailed data on estimated entries to the awarding bodies.
- Receives, checks and stores securely all exam papers and completed scripts

- Identifies and manages exam timetable clashes
- Trains and monitors a team of exams invigilators responsible for the conduct of exams
- Advises on appeals and re-marks. Arranges for dissemination of exam results and certificates to candidates
- Reports all suspicions or actual incidents of malpractice to the exam board in line with JCQ's General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and procedures 1 September 2015 to 31 August 2016

Heads of Department:

- Guidance and pastoral oversight of candidates regarding exam entries or amendments to entries.
- Ensuring exam entries/registrations are completed within the deadlines set by the Exams Office.
- Ensuring the Exams Office is notified by July each year of any changes in the exam board or syllabus for their subject starting the following September.
- Ensuring that any official exam board internal controlled assessments/coursework are conducted in accordance with JCQ and awarding body regulations.
- Accurate completion of assessment/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
- Involvement with post-results procedures.

Teachers

- Ensuring that any official exam board internal assessments/controlled conditions/ coursework are conducted in accordance with JCQ and awarding body regulations.
- Ensuring that candidates in their classes entitled to access arrangements receive them.

SENDCo

The SEND Co-ordinator SENDCO is overall responsible for:

- Identification and testing of candidates' requirements for access arrangements.
- Collects and stores the evidence necessary to support applications for access arrangements. Applies for access arrangements online within the deadlines set by the awarding bodies in accordance with the JCQ "Access arrangements, reasonable adjustments and special consideration" handbook

- Ensuring that testing/assessments conducted are processed online and the outcomes made available to the Exams Office and all teaching staff before the candidates are due to sit their exams/controlled assessments.
- Additional support for the exam invigilation team to be available

Invigilators

- The effective and efficient conduct of the exams in accordance with JCQ regulations.
- Making the necessary announcements at the beginning and end of exams
- Verifying the identity of all candidates
- Supervision of candidates in the exam room.
- 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 their return to the Exams Office.
- Being familiar with the contents of the JCQ Instructions for conducting examinations for the current year and the JCQ regulations
- Displaying all JCQ notices/warnings to candidates

All Staff

Any member of staff who is related to a candidate sitting a public examination **may not have unaccompanied access to examination materials during the examination series for which that relative is entered.** For example, question papers, pre-release materials and answer scripts. If the relative in question is the centre's examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations.

All staff must tell the Head of Centre if they are related to student sitting public examinations at the start of that student's examination course so that the school can fulfil its duty to inform the awarding bodies of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments or involved in the administration of examinations and assessments which are being taken by a relative. Staff should avoid teaching or preparing relatives for examinations if at all possible.

Candidates

Candidates are responsible for:

- Confirmation and checking of statements of entry and individual timetables
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.
- Reading notices/warnings to candidates and following the rules and regulations set by Rugby Free Secondary School & JCQ for all examinations

Parents

Parents/Guardians are responsible for:

- Checking with their child to see that the correct exam entries are made
- Checking that the correct tier of entry is made
- Ensuring their child attends exams as detailed on their exam timetable and is familiar with the rules and regulations set by Rugby Free Secondary School & JCQ for all examinations.

Qualifications

- The qualifications offered at this centre are decided by the Head of Centre and the Senior Leadership Team.
- Informing the Examinations Officer of changes to a specification is the responsibility of the head of the department concerned.
- All students will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with candidates/parents/guardians, subject teachers, Heads of Department and the Head of Centre.

Exam Seasons and Timetables

Exam seasons

- Internal exams will be scheduled throughout the year as appropriate
- External exams are scheduled mostly in May and June.
- Some internal exams are held under external exam conditions.

Timetables

Once confirmed, the Examinations Officer will circulate the exam timetables for external/ internal exams to all relevant parties.

Entries, Entry Details, Late Entries and Retakes

Entries

- Candidates are selected for their exam entries by the Heads of Department and the subject teachers.
- Candidates, or parents, can request a subject entry, change of level or withdrawal. The final decision is the Head of Centre's. The school will not pay for entries in subjects which it has not prepared the candidate to sit e.g. Modern Foreign Languages for which the school does not provide tuition.
- The school accepts external entries from former students and other candidates at the discretion of the Head of Centre. These entries must be paid for by the candidate. An administration and invigilation charges may be levied in addition to entry fees.
- Entry deadlines are circulated to Heads of Department.
- Late entries are authorised by the Head of Centre.

Retakes

Retake decisions will be made in consultation with the candidates, subject teachers and the Heads of Department.

Exam Fees

For internal candidates:

- GCSE initial registration and entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre or department according to circumstances as determined by the Head of Centre.
- 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.
- Fee reimbursements may be sought from candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Retake fees for first and any subsequent retakes are paid by the candidates.

Disability & Equality

- It is the Head of Centre's responsibility to ensure that the Centre meets the requirements of the Equality Act 2010. (The Act)
- A person has a disability for the purposes of The Act if he/ she has a physical or mental impairment that has a substantial and long-term adverse effect on his / her ability to carry out normal day-to-day activities.
- The Centre will meet the disability provisions under The Act by ensuring that the exams centre is accessible.
- The Head of Centre is responsible for ensuring that the centre fulfils its responsibility towards disabled candidates.
- Disability can never be a reason for denying a candidate the opportunity to access a course. However, where a candidate cannot demonstrate a competence required by the assessment objectives and where adjustments cannot be made without compromising the integrity of the assessment, parents and carers must be made aware and a discussion must be had about the advisability of entering the candidate for that component or qualification.

Special Educational Needs / Access Arrangements

- The SENDCO is responsible for ensuring that appropriate access arrangements are in place for any candidate with a disability requiring them using the Access Arrangements online system. The application process is an online process via the Awarding Bodies' secure portal. The examination officer is responsible for inputting information that needs to be input in this way.
- Access arrangements should be processed at the start of the course using the Access Arrangements online system. There is a need to be able to demonstrate a history of support and provision. For this reason, the school will not normally accept an external assessment or perform an assessment itself within two terms for the student sitting an examination for which the access arrangement is sought. Access arrangements in the case of a temporary injury e.g. a broken arm are not affected by this.
- The SENDCO is responsible for informing the candidate, her parents/carers and teachers in writing of the outcome of any application for an access arrangement.
- At the end of the Autumn Term of each academic year, the SENDCO will share with teaching and relevant support staff the list of students who have an access arrangement and the nature of the arrangement as it affects assessments in their subject (where the arrangement varies). This list will then be updated on a half termly basis. Students may not receive extra time or any other access arrangement for controlled assessments, non examination assessments or any public examination unless an approved access arrangement is in place.
- The SENDCO is responsible for ensuring that students identified as potentially requiring an access arrangement are assessed. She is responsible for collecting evidence of the candidate's current difficulties, how they impact on teaching and learning in the classroom

and the candidate's normal way of working. In addition to compiling the evidence file she is responsible for completing all the requisite documentation including ensuring that candidates with access arrangements have signed a Data Protection Notice.

- Large print papers and papers printed on different coloured paper are available for students who need them. N. B. The deadline for ordering these is well ahead of the entry deadline (the end of January for examinations in May/June). Special arrangements, in line with JCQ regulations, will be made for orals and listening examinations for candidates with hearing difficulties.
- The SENDCO is responsible for collecting and analysing feedback from disabled candidates so that their experience is as good as it possibly can be.
- Candidates with poor handwriting may use a word processor but this must be the candidate's normal way of working and be appropriate to their needs. The SENDCO will use information provided by teachers for determining this and will compile and keep all the necessary records in relation to it.
- It is the responsibility of the Examination Officer to provide a separate room and invigilator/reader/scribe for an individual or small group of candidates that require one. Readers/scribes doubling up as invigilators must receive invigilation training in advance of acting as a scribe/reader.
- It is the responsibility of the Examination Officer to liaise with the IT Support to provide Word Processors/Laptops for candidates with relevant Access Arrangements. Spell check and internet facility must be disabled if required by JCQ regulations.
- It is the responsibility of the SENDCO to allocate a suitable member of staff to support the candidate e.g. to read/scribe/etc. and to ensure that he/she has received training and understands their role including the limitations of the support that he/she may provide.
- Information of any candidates with Access Arrangements e.g. extra time, must be available to the invigilator in the examination room and recorded on the official seating plan. It is the Exams officer's responsibility to see that it is recorded.
- Copies of the SENDCO's qualifications for testing and assessing candidates requiring access arrangements will be held on her staff file. In addition, the SENDCO will have a copy ready to present to inspectors. The qualifications will be checked against JCQ regulations (paragraph 7.3.4) by the Head of Centre. In the event of an assessment being conducted by a third party, the SENDCO is responsible for checking that the person concerned has the appropriate qualifications. A copy of these should be placed in the student's SEN file attached to the original assessment.
- Further details with regard to Access Arrangements can be found in JCQ's guidance Access Arrangements and Reasonable Adjustments 2016-2017

Contingency Planning

Contingency planning for exams administration is the responsibility of the Head of Centre and the Senior Leadership Team. See separate contingency plan for further details.

Managing Invigilators and Exam Days

Managing invigilators

- External invigilators will be used for external exam supervision.
- Securing the necessary Disclosure and Barring Service clearance for new invigilators is the responsibility of the Head Teacher's PA. DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Exams Office.
- New invigilators will be trained by the Examinations Officer, existing invigilators will have annual top up training
- Invigilators' rates of pay are set by the Personnel Committee of the Governing Body.

Candidate Verification

- Each internal candidate will have their exam seat identified by a card displaying the candidate number and a photo.
- At the start of the exam invigilators will ensure that each candidate and photo match to verify the candidate's ID.
- External candidates are required to provide photo ID on the day of the exam. This will be checked by the Exams Officer and a copy of the ID retained until the end of the season.

Procedure for Administering Assessments (Examinations)

- 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 invigilator.
- The caretaker is responsible for setting up the allocated rooms. Once the room has been set up it will be checked and secured in prevent the introduction of any unauthorised material.
- The examination papers will be taken from the secure store immediately prior to the start of the examination by the Examinations Officer/Assistant Examinations Officer. She will check the information of the packets against the timetable to ensure that the right packets have been collected. These will then be cross checked by a second invigilator in the examination room prior to the pack being opened.
- The lead invigilator or Examinations Officer will start all examinations in accordance with JCQ regulations.
- The only staff permitted in the examination room are those permitted in accordance with the rules defined by JCQ. Subject staff are expressly forbidden from entering the examination room to give briefings or reminders prior to the examination.
- In practical exams subject teachers may be on hand in case of any technical difficulties, but may not assist with suggestions e.g. of use of colour, materials or method.

- 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 24 hours after the end of the exam session once all candidates have completed the examination.

Candidates, Clash Candidates and Special Consideration

Candidates

- The school's published rules on acceptable dress, behaviour and candidate's use of mobile phones and other electronic devices apply at all times
- The JCQ's published rules on acceptable 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 regulations.
- Candidates may not leave the exam room without good reason and then only if they are accompanied by a member of the exam staff.
- The Examinations Officer or attendance 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. Candidates should alert the school if they think they will be late. The Examinations Officer is responsible for handling late or absent candidates on the exam day.

Clash candidates

Exam clashes will be administered in accordance with JCQ guidelines. Candidates will be supervised between exams and overnight if necessary in accordance with JCQ regulations.

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/parent's/carer's responsibility to alert the centre, or the exam invigilator, to that effect.
- The candidate/parent/carer must support any special consideration claim with appropriate evidence within 5 days of the exam, for example by providing a letter from the candidate's doctor.
- The Examinations Officer will then complete an online special consideration form to the relevant awarding body within the timeframe set by the exam boards. She will retain all the associated supporting evidence ready for inspection.

Examinations Internal Appeals Procedure.

Controlled Assessment/Coursework

- Candidates who have to prepare portfolios should do so by the end of the course or centre defined date. It is the duty of the Heads of Department to ensure that all internal/controlled assessments are conducted within the set deadlines and in accordance with the rules and regulations set by JCQ
- Heads of Department will ensure all internal / controlled assessment is ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work are provided to the Examinations Office by the Heads of Department.

Appeals Against Internal Assessments

The full appeals process is included as Appendix A.

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 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 Head of Centre.

Post Results Services

- Following the issue of results, candidates may wish to see a copy of their script or ask for their script to be re-marked
- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidate consent is required before any EAR request is processed.
- When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this, they will be charged.
- A Priority Script and Priority Re-mark is available for A-level candidates whose place at university may be dependent upon these results. The deadline for these services is 5 working days after the publication of results.

- Non-priority scripts and re-marks are available for four weeks after the publication of results. Following a re-mark, unit marks and grades may be raised, stay the same or be lowered.
- Fees and deadlines will be published for these services and are available from the exams office following each results day. Not all services are available for all subjects and/or levels.

ATS – Access to Scripts

- After the release of results, candidates may request the return of papers within the deadlines set by the awarding bodies.
- Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained, forms available from the exams office.
- Re-marks cannot be applied for once an original script has been returned by the awarding body.

Malpractice

'Malpractice' means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or Centre, any officer, employee or agent of any awarding body or centre.

A failure by a centre to investigate allegations of suspected malpractice in accordance with the requirements of the Joint Council for Qualifications also constitutes malpractice. The centre will investigate and report to the appropriate awarding body all cases of suspected malpractice in accordance with the Joint Council's policies and procedures.

Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or examining body (Joint Council for Qualification) will be followed by the school.

Malpractice associated with external examination for the purposes of this policy includes the following:

- Unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions
- The use of mobile phones and other electronic devices during exams
- The passing of information between students during an examination
- Taking unauthorised material into the examination room

Where malpractice is discovered in coursework/controlled assessments, then the appropriate Head of Department will discuss the matter with the Head of Centre and the Examinations Officer. The action taken will depend on the nature of the malpractice that has taken place and the regulations with regard to the subject and qualification.

- In some circumstances, candidates will be required to re-submit the work.
- In some circumstances, the work will be destroyed and not entered for assessment. This will reduce the grade available to the candidate.
- In extreme circumstances, the incident will be reported to the relevant awarding body.

Where malpractice in coursework or controlled conditions assessments is discovered by the awarding body, then the awarding body will follow their own malpractice procedures.

All candidates must be aware that the awarding body has the right to invalidate any qualifications awarded by them to the candidate if malpractice is discovered.

- In addition, awarding bodies will report malpractice to the JCQ who may invalidate all qualifications awarded by all awarding Bodies.
- Candidates must therefore ensure that malpractice does not take place at any stage during the examination and assessment process.

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 by the candidate.
- Certificates are not withheld from candidates who owe fees.
- The centre retains certificates for 12 months.
- Lost Certificates can be requested from the relevant exam boards subject to payment of exam board fees.

Monitoring and Evaluation

This exam policy will be reviewed every year. This exam policy will be reviewed by the Head of Centre and the Examinations Officer.

Appendix A

INTERNAL ASSESSMENT APPEALS POLICY (2016-2017)

Appeals against internally assessed marks (GCSE controlled conditions and GCE coursework units) Rugby Free Secondary School is committed to ensuring that whenever its staff mark candidates' controlled conditions assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documentation.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Rugby Free Secondary School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding

body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to her work, she may use the appeals procedure.

N.B. An appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examinations in the series (e.g. the last GCSE written paper in the June GCSE examination series).
2. Appeals must be made in writing by the candidate's parent/carer to the examinations officer.
3. The Head of Centre will appoint an appropriate member of staff to conduct the investigation. The senior member of staff will not have had any involvement with the assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and will be made available to the awarding body upon request. Should any irregularity come to light, the awarding body will be informed. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency of marking between centres. The moderation process may lead to mark changes. This process is under the control of Rugby Free Secondary School and is not covered by this procedure.

This policy will be reviewed annually:

Date of Policy:	1 st March 2018
Approving Body:	Local Governing Body
Approved by:	
Date of Approval:	
Date of Adoption:	1 st March 2018
Date of next review:	September 2019