



Milford Haven School

Examinations Policy

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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 by the Senior Leadership Team and the Exams Officer.

This policy will be available on the school website.

1. Exam responsibilities

The Headteacher

Has overall responsibility for the school as an exam centre.

The Assistant Headteacher

- advises the senior leadership team on exam procedures
- oversees the administration of exams
- is present on exam days to identify candidates and ensure they enter the exam room under exam conditions

The Exams Officer

- Administers Internal and External Exams
- produces and distributes a calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- produces and distributes to each pupil an Exam Booklet (Summer exams only) containing timetables and statutory examination information as set out in JCQ guidelines
- 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 advise on coursework dates in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and is responsible for ensuring the despatch of 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

- recruits, trains and monitors a team of exams invigilators responsible for the conduct of exams
- trains LSAs on the regulations covering Access Arrangements in exams
- provides Department Heads with user accounts so they can input coursework marks (WJEC) and collates and submits C forms for other boards. Tracks the despatch of and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- maintains systems and processes to support the timely entry of candidates for their exams
- ensures the integrity and security of exams and exam papers
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ (Joint Council Qualification) document *Suspected malpractice in examinations and assessments*.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the HoDs, any appeals/re-mark requests
- advises on appeals and re-marks

Deputy head – curriculum is responsible for

- the organisation of teaching and learning.
- The external validation of courses followed at key stage 4 / post-16.

Heads of department are

- responsible for the guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- responsible for the completion of online coursework mark sheets and declaration sheets.
- responsible for the completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- involved in post-results procedures.

Teachers

- Submit candidate names to heads of department for exam entries

Learning Support Department is responsible for

- 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.
- Equalities Act 2010 – see section 6.

Lead invigilator will

- Take responsibility for the smooth-running of the examination room
- Report directly to the Exams Officer any incident/irregularity during the exam (eg. mobile phone going off)
- Be responsible for announcing the start and end of the exam, including telling the candidates when they have 5 mins left
- Give instruction to Invigilators regarding their responsibilities, such as distribution/collecting of papers etc
- Return papers to Exams Office, ensuring their security at all times

Invigilators must

- Be in Exam Room 15 minutes before the start of the exam
- Help to ensure candidates are seated in an orderly fashion and in silence
- Be vigilant and attentive at all times, but not intrusive
- Walk around the room at regular intervals
- Collect all exam papers in the correct order at the end of the exam and return them to the exams office, ensuring their security at all times
- Report any irregularities to the Lead Invigilator

Candidates must

- Check exam timetables and notify Exams Officer of any errors in personal details, exam entries or clashes which have not already been identified
- Arrive on time to exams, dressed correctly with all necessary equipment for the examination
- Hand in any unauthorised materials including electronic devices and mobile phones to Assistant Head, Exams Officer or Invigilators
- Give consideration to other candidates
- Understand coursework and controlled assessment regulations and sign a declaration that authenticates the work as their own

Administrative staff will

- Despatch Exam Scripts
- Support Exams Officer when required (e.g. checking exam entries)

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the senior leadership team.

The statutory tests and qualifications offered are GCSE, A levels, Key skills, National Skills, BTEC, OCR Nationals and all qualifications associated with Welsh Baccalaureate.

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 Officer must be informed.

At key stage 3

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 NCTs (National Curriculum Tests) will be taken in consultation with the candidates, parents/carers, SENCO, 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. All candidates will undertake the Welsh BaccaLaureate Qualification.

At post-16

All Lower 6th students, except those taking level 2 courses are to undertake the Welsh BaccaLaureate Qualification. This includes AS and A Level, Key Skills and the other areas covered by the Welsh BaccaLaureate.

Level two students will undertake a BTEC Qualification.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in December, April, May and June.

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

Internal exams in Years 9 - 11 are held in the exam hall under external exam conditions.

The exam series used in the centre is decided by the head of centre and the senior leadership team.

3.2 Timetables

The Exams Officer will circulate the exam timetables for internal and external exams to all staff and pupils once these are confirmed. These will be published on the website.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Heads of Department and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal, after consultation with the Head of Department and Exams Officer

The centre does accept entries from external candidates.

4.2 Late entries

Entry deadlines are circulated to heads of department via memo, the bulletin, on the Intranet and verbally in briefing

Late entries are discouraged and must be authorised by Exams Officer

4.3 Resits

Candidates are allowed 1 free resit per subject in GCSE.

Candidates are allowed 1 free resit per subject in AS.

Candidates are allowed 1 free resit per subject at A2, if they return to school

Candidates who have achieved at least a C at GCSE English, Maths and Science, and want to resit to raise their grade, will be charged for the cost of the exam.

Resit decisions will be made in consultation with the candidates, subject teachers, exams officer and the heads of department.

(See also section 5: Exam fees)

5. Exam fees

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

AS 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 centre.

Candidates will not be charged for the following;

- changes of tier
- withdrawals made by the proper procedures
- alterations arising from administrative processes, provided these are made by their teachers and within the time allowed by the awarding bodies.

Where a request is made by the candidate/parent against the advice of the teacher/HoD a charge will be made.

Reimbursement will be sought from candidates who fail to sit an exam without explanation. This requirement will be communicated to candidates when exam timetables are issued.

Fees for second and any subsequent resits will be paid by the candidates. The Exams Officer is responsible for the collection of these fees.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry. (This is in accordance with the guidelines set out in the Internal Appeals Policy).

6. The Equality Act 2010, special needs and access arrangements

6.1

The Equality Act 2010 strengthens the duty to make reasonable adjustments, defines substantial disadvantage and places new duties on the qualifications regulator.

6.2 Special needs

A candidate's special needs requirements are determined by the SENCO, Doctor and/or the educational psychologist / specialist teacher.

The SENCO will inform the Exams office of candidates with special educational needs who are embarking on a course leading to an exam.

6.3 Access arrangements

The Exams Officer is responsible for submitting completed access arrangement applications to the awarding bodies.

Access arrangements for candidates will be arranged by the Exams Officer.

Support for access arrangement candidates will be organised by the Exams Officer and the Learning Support Department.

7. Estimated grades

The heads of department will submit estimated grades on paper OMR forms to the Exams Officer when requested.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for exam supervision for all external and some internal exams.

The recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

CRB fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams Officer.

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

8.2 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 and Exams Officer are responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff are not allowed in the exam room.

In practical exams subject teachers must be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or invigilators, nor can they be removed from the exam room before the end of the session.

Spare exam papers will be distributed to heads of department at the end of the exam session, once the scripts have been checked and packed away.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The Examination 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.

The Exams Officer/Assistant Head 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.

Disruptive candidates will be dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case they must be accompanied by an Invigilator or an appointed member of staff. Unaccompanied candidates are not allowed back into an exam room.

9.2 Clash candidates

Clashes will be identified and resolved by the Exams Officer.

The Exams Officer will be responsible for appointing appropriate supervision for 'clash' candidates

9.3 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 and the Exams Officer to that effect.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the last exam for the subject.

10. Coursework and appeals against internal assessments

10.1 Coursework and Controlled Assessments

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

Heads of department are responsible for the secure storage of candidates' work and will ensure all coursework/CATs are ready for despatch at the correct time and Administration Staff will keep a record of what has been sent, when and to whom.

The Exams Officer will issue and collect Board OMR forms to HoDs for the collection of internally assessed coursework marks. These forms will then be copied and sent to the relevant Boards. For the WJEC, the Exams Officer will issue secure accounts to HoDs to enable them to put coursework marks online. The Exams Officer will have an overview of the system and will remind HoDs whose marks are outstanding.

10.2 Appeals against internal assessments

The Centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office and also distributed to all candidates in their Examinations booklet. The main points are:

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

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

Candidates will receive individual results slips on results days in person at the Centre. Candidates who are unable to collect their results may make arrangements for them to be collected by another party, provided they give them written permission and the third party has adequate proof of identity. Otherwise the slips will be posted to their home address at the end of the day.

Arrangements for the school to be open on results days are made by Exams Officer/Site Manager.

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

11.2 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, 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. (See section 5: Exam fees)

All candidates will be required to sign a slip stating they have been made aware of the consequences of an EAR not being upheld.

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

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

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

12. Certificates

Certificates are presented in person at the Presentation Ceremony, or collected from the Office and signed for after that date.

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

Certificates are not withheld from candidates who owe fees.

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Head of centre

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Exams officer

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Date

The policy is next due for review in the autumn term 2012.