



John Masefield High School

Examinations Policy

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The purpose of this Examinations policy is:

- to ensure the planning and management of Examinations is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient Examinations system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's Examinations processes to read, understand and implement this policy.

This Examinations policy will be reviewed annually.

This Examinations policy will be reviewed by the senior leadership team and the Examinations Officer.

1. Examinations responsibilities

1.1. Headteacher

- Has overall responsibility for the school as an Examinations centre and is Head of 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.

1.2. Examinations Officer

- Manages the administration of public Examinations and supplies data for the analysis of Examinations results
- Advises the senior leadership team, subject and class teachers and other relevant support staff, on annual Examinations timetables and application procedures as set by the various Examinations boards
- Communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates, via their tutors, and their parents, via post, are informed of and understand those aspects of the Examinations timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework and 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 Examinations
- Receives, checks and stores securely all Examinations papers and completed scripts
- Administers access arrangements on the recommendation of the SENCO 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 Examinations timetable clashes
- Accounts for income and expenditures relating to all Examinations costs/charges
- Organises the recruitment, training and monitoring of a team of Examinations invigilators responsible for the conduct of Examinations
- Submits candidates' coursework marks, obtains a Certificate of Posting for all coursework despatches, distributes returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Signs forms on behalf of the Head of centre when delegated to do so but without diminishing the responsibility of the Head of centre
- Arranges rooming for Examinations and ensures an appropriate Examinations environment
- Arranges for dissemination of Examinations results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Report any suspicious incidents, actual malpractice or errors with the administration of exams to the Headteacher immediately

1.3. Assistant Head / Head of Sixth Form

- Organisation of teaching and learning.
- External validation of courses followed at Key stage 4 / post-16.
- Gaining approval for all courses prior to them being offered to students.
- Designating which pupils will not be automatically put forward for certification at AS Level

1.4. Faculty and Subject leaders

- Guidance and pastoral oversight of candidates who are unsure about Examinations entries or amendments to entries.
- Involvement in post-results procedures.
- Provision of information to the Examinations Officer relating to all courses to be offered by their areas prior to the start of the school year.
- Accurate completion of coursework marks and declaration sheets supported by the Examinations Officer where necessary.
- Accurate completion of entry and all other mark information and adherence to deadlines as set by the Examinations Officer.

1.5. Teachers

- Ensures that the necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines
- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Faculty and Subject leaders.

1.6. SENCO

- Liaise with the Examinations Officer in the 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.

1.7. Invigilators

- Attend training as required by the Examinations Officer.
- Collection of Examinations papers and other material from the Examinations Officer before the start of the Examinations.
- Administration of the Examinations session, under the supervision of the Examinations Officer, KS5 Pastoral Officer or other responsible member of staff.
- Collection of all Examinations papers in the correct order at the end of the Examinations and their return to the Examinations Officer.
- Report any suspicious incidents, actual malpractice or errors with the administration of exams to the Examinations Officer immediately

1.8. Candidates

- Conform to the regulations of the JCQ with particular respect to honesty and conduct.
- Confirm that the details of their entries are correct.
- Understanding coursework and controlled assessment regulations, and signing declarations that authenticate the work as their own.
- Agree to collect certificates when notified to do.

1.9. House Office staff

- Act as a secondary point of contact for students regarding queries over exam dates, times and locations when the Examinations Officer is not available.
- Provide replacement timetables to students as required.
- Contact students prior to exams to remind them of the details involved.

1.10. Reception staff

- Will have access to information to assist students regarding queries over exam dates, times and locations.
- Receiving and despatching Examinations papers and other correspondence.
- Ensuring the safekeeping of examination papers until they are handed to the Examination Officer.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the senior leadership team, currently they are ASDAN, NCT, GCSE, GCE A level, OCR Nationals & BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there will be a change of syllabus for the following year, the Examinations Officer must be informed of the full details before the start of that academic year. In exceptional circumstances where the syllabus is changed during the academic year the Examinations Officer must be informed immediately.

The Examinations Officer will meet with each curriculum leader and their line manager early in the academic year to ensure that the details of the courses being offered and when they will be assessed have been defined.

2.1. At Key Stage 4

All students will be entitled to be entered for a qualification from an external awarding body for any course that they have completed.

2.2. At Key Stage 5

It is expected that most AS modules will be completed during year 12 with certification taking place at the end of the Summer series, with A2 modules being completed by the end of year 13. Some students may commence further AS courses in year 13. In addition the Examinations Officer will assist with exams for University entrance, e.g. BMAT.

3. Examinations seasons and timetables

3.1. Examinations seasons

- External Examinations are scheduled in November, January, March, and June. "Controlled Assessments" are held under JCQ rules which are similar to those for external Examinations conditions.

Which Examinations series are used in the centre is decided by faculty and subject leaders and the senior leadership team.

3.2. Timetables

The Examinations Officer will circulate the Examinations timetables for external Examinations once these are confirmed. The dates of all public examinations will be entered onto both the school intranet and the external website by the examinations officer.

4. Entries, late entries and retakes

4.1. Entries

Candidates are selected for their Examinations entries by the subject teachers and the Head of key stage.

A candidate or parent/carer can request a subject entry, change of level or withdrawal, but will be asked to sign a disclaimer if this is against the advice of the subject teacher.

The centre accepts external entries from former students and current staff only.

4.2. Late entries

Entry deadlines are circulated to Faculty and Subject leaders via Email.

Late entries are authorised by Faculty or Subject leaders and the Examinations Officer.

4.3. Retakes

Retake decisions will be made in consultation with the candidates, subject teacher, Heads of key stage and Examinations Officer.

(See also section 5: Examinations fees)

5. Examinations fees

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

5.2. AS initial registration and entry Examinations fees are paid by the centre.

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

5.4. Late entry or amendment fees are paid by the centre, except where requested by a candidate.

5.5. 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.

5.6. We reserve the right to seek reimbursement from candidates who fail to sit an Examination or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers when Examinations entries are sent to them for checking.

5.7. Fees for retakes approved by a Faculty or Subject Leader are paid by the centre.

5.8. Fees for retakes not approved by a Faculty or Subject Leader are paid by the candidates.

(See also section 4.3: Retakes)

The fee for an enquiry about result and/or return of a script, requested by a candidate, must be paid for by the candidate. However, if the result of the enquiry is a change of grade then the fee will be refunded.

The fee for an enquiry about result requested by a Faculty or Subject leader, and authorised by a member of the senior leadership team, will be paid by the centre.

The fee for the return of a script requested by a Faculty or Subject leader for teaching purposes will be paid by the department.

(See also section 11.2: Enquiries about results)

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1. DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All Examinations centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2. Special needs

A candidate's special needs requirements are determined by the SENCO. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an Examination, and can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the Examinations.

6.3. Access arrangements

Making special arrangements for candidates to take Examinations is the responsibility of the Examinations Officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Examinations Officer. Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officer.

7. Estimated grades

The Examinations Officer will extract predicted grades from the school's Management Information System (SIMS). Curriculum leaders are responsible for ensuring that these grades are available by the appropriate deadlines.

8. Managing invigilators and Examinations days

8.1. Managing invigilators

- External invigilators will be used for Examinations supervision.
- They will be used for external Examinations only.
- The recruitment of invigilators is the responsibility of the Examinations Officer and the School Manager.
- The training of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Personnel Officer.
- CRB fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators' rates of pay are set by Herefordshire Council.

8.2. Examinations days

The Examinations Officer will book all Examinations rooms after liaison with other users and make the question papers, other Examinations stationery and materials available for the invigilator.

The Site manager is responsible for setting up the allocated rooms.

No provision will be made for the safe storage of candidates' personal property while they are sitting an Examination - this is the responsibility of the candidates themselves.

The Examinations Officer, Pastoral Officer KS4 or 5, or a designated invigilator will start all Examinations in accordance with JCQ guidelines.

Teaching staff must be present at the start of the Examinations to assist with identification of candidates etc. However, to protect teachers from potential accusation of malpractice, teachers who are not staying in the Examinations room are not allowed to see the paper until one hour after the published starting time of the Examination (i.e. 10.00am or 2.30pm).

In practical Examinations subject staff may be on hand in case of any technical difficulties.

Examinations papers must not be removed from the Examinations room before the end of a session. Spare papers will be distributed to Faculty or Subject leaders at the end of the Examinations session.

9. Candidates, clash candidates and special consideration

9.1. 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.

Candidates may leave the Examinations room for a **genuine** purpose requiring an immediate return to the Examinations room, in which case an invigilator must accompany them.

All candidates are required to stay for the full length of the Examinations including any additional time as a result of access arrangements. Exceptions to this must be authorised in advance by the Examinations Officer or member of the senior leadership team.

Pastoral Officers are responsible for contacting candidates who are not present at the scheduled start of an Examination. Any candidate who arrives late, but before the end of the examination and within one hour of the published start time of the Examinations, should go straight to the Examination room.

9.2. Clash candidates

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

9.3. Special consideration

Should a candidate be too ill to sit an Examination, suffer bereavement or other trauma or be taken ill during the Examinations itself, it is the candidate's responsibility to alert the Examinations Officer, or the Examinations invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the Examinations, for example a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the Examinations.

10. Coursework and appeals against internal assessments

10.1. Coursework

Candidates who have to prepare portfolios or other coursework must do so by the centre-defined date.

Faculty or Subject leaders must make provision for the safe storage, marking and internal moderation of coursework, and provide the Examinations Officer with marks for all internally assessed work by the published deadlines.

Faculty or Subject leaders will ensure all coursework samples are ready for despatch at the correct time and are removed from any heavy or bulky folders. The Examinations Officer is responsible for the despatch of coursework samples and will obtain a Certificate of Posting.

10.2. Controlled Assessments

Candidates who have to carry out controlled assessments must do so within the exam board defined dates.

Faculty or Subject leaders must make provision for the proper conduct of, and timely completion of, all controlled assessments. In addition they must ensure the safe storage, marking and internal moderation of controlled assessments, and provide the Examinations Officer with marks for all internally assessed work by the published deadlines.

Faculty or Subject leaders will ensure all coursework samples are ready for despatch at the correct time and are removed from any heavy or bulky folders. The Examinations Officer is responsible for the despatch of coursework samples and will obtain a Certificate of Posting.

10.3. Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Officer. 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 each year to the Examinations Officer who with the School Manager will decide whether the process used conformed to the necessary requirements
- the Centre's findings will be notified in writing 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 or by post (candidates to provide a self addressed C4 envelope with postage stamp for a "Large Letter"). Results will not be disclosed by telephone or Email.

Arrangements for the school to be open on results days are made by the senior management team.

The provision of staff on results days is the responsibility of the senior management team. The Examinations Officer will always be present on results days and the day immediately prior to results days.

11.2. Enquiries about results (EARs)

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

The enquiry will be processed by the Examinations Officer.

A priority service is available if the offer of a university place is involved.

Deadlines and fees for EARs will be made available to candidates with their results.

(See section 5: Examinations fees)

11.3. Access to scripts (ATS)

The return of scripts after the release of results can be requested by centre staff or candidates.

The request will be processed by the Examinations Officer.

Deadlines and fees for ATS will be made available to candidates with their results.

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

(See section 5: Examinations fees)

12. Certificates

Certificates are to be collected and must be signed for.

Certificates may be collected on behalf of a candidate by a third party, provided the candidate has provided the school authorisation in writing to do so.

Certificates are not withheld from candidates who owe fees.

JMHS retains uncollected certificates for one year from the date of issue after which any unclaimed certificates may be destroyed by a secure method (for example by shredding or incineration) in accordance with guidelines from the JCQ.

Head of centre



Examinations Officer



Date

2/9/2009

The policy is next due for review on 30/09/2010