

THE CRYPT 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 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 annually.

This exam policy will be reviewed by the senior leadership team, exams officer and the governors.

1. Exam responsibilities

Head of centre

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

- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*Suspected malpractice in examinations and assessments*'.

Exams officer

Manages the administration of public and internal exams:

- advises the senior leadership team, HOD's, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies;
- oversees the production and distribution to staff, and candidates of a calendar for each exam session 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 policy, exam entries and exam timetable that will affect them;
- consults with teaching staff to ensure that necessary coursework/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 and arranges for 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;
- accounts for income and expenditures relating to all exam costs/charges;
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams;
- submits candidates' coursework marks, tracks despatch and stores returned coursework 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;
- Supports the input of data;
- Posts off exam papers;
- Identifies teaching rooms being used for exams and alerts the Data Administrator.

Deputy Head

- Organisation of teaching and learning;
- External validation of courses followed at key stages 3 and 4 / post-16.

Heads of Department

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries;
- Involvement in post-results procedures;
- Accurate completion of estimated grade sheets and adherence to deadlines as set by the exams officer;
- Accurate completion of coursework /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.

Teacher in charge of careers (or other relevant members of staff)

- Guidance and careers information.

Teachers

- Notification of access arrangements to SLT member in charge of SEN (as soon as possible after the start of the course);
- Submission of candidate names to heads of department.

SENCO

- Organisation of the testing of candidates' and identification of 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.

Invigilators

- Help with setting out rooms ready for 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 together with all other exam equipment;
- To complete attendance sheets promptly at the beginning of every exam session and immediately inform the Exams Officer and reception if a candidate is not in the exam.

Candidates

- Confirmation and signing of entries;
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own;
- Check his/her exam entries and immediately inform the Exams Officer of any omissions or problems.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre, deputy head, heads of department and the senior leadership team.

The statutory tests and qualifications offered are GCSE, AS and A levels.

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 by the beginning of the academic year or as soon after as is possible.

Decisions on whether candidates should not take an individual subject will be taken in consultation with the candidates, 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.

At Post-16

- It is expected that most AS modules will be completed during year 12, but there will be provision made for resist AS modules in year 13.
- It is expected that most A2 modules will be completed during year 13.
- Other qualifications may be completed as and when deemed appropriate to the needs of the candidate.
- Where a candidate studies a subject at a partner school, the partner school will enter and host any examinations and vice-versa.

3. Exam seasons and timetables

3.1 Exam seasons

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

External exams are scheduled in May/June.

Internal exams in Year 10, Year 11 Year 12 & Year 13 are held under external exam conditions.

3.2 Timetables

The exams officer will circulate the exam timetables for both external and those internal exams run by the exam office once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the heads of department.

On rare occasions candidates, or parents, can request a subject entry, change of level or withdrawal. The initial request will be to the HOD and after consultation, the final decision will be made by the Assistant/ Deputy Head.

Where appropriate the centre will host examinations for candidates other than those on the school role.

4.2 Late entries

Entry deadlines are circulated to heads of department via email and notice board.

Late entries are authorised by heads of department.

4.3 Retakes

It is hoped that students are successful in exams at their first attempt and acquire a grade in line with their predictor. If this is not the case the head of department will determine the best course of action for each individual student in consultation with the candidate, subject teachers, head of sixth form and assistant/deputy head. If a re-sit is recommended the school will administer this but the parent or guardian will be expected to pay the exam fee and a fee towards invigilation costs before the deadline for entries is made.

Candidates are allowed retakes in AS subjects.

Candidates are allowed retakes in A2 subjects with permission from the head of centre.

(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. Retakes will be paid for by the student in all cases unless agreement has been reached with a head of department that costs will be carried by that department and either payment or a written note that the department will carry costs, signed by the Head of Department, must be with the exam office before the deadline for entries is made. (See also section 4.3: Retakes)

A2 initial registration and entry exam fees are paid by the centre. Any student wishing to retake an A2 exams must obtain permission from the Headteacher before submitting a form and administrative fee. All retake forms and fees must be with the Examinations Office before the deadline for entries is made.

Late entry or amendment fees are paid by either students or departments depending on the reason for the late entry or amendment.

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 coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers when statements of entry and timetables are sent home.

Candidates must pay the fee for an enquiry about a result before the enquiry is made. In the case of an upgrade the fee will be refunded. (See also section 11.2: Enquiries about results [EARs])

Sixth formers who leave after the exam entries are made will be asked to meet the costs where reimbursement of fees is no longer applicable.

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 exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special educational 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 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.

6.3 Access arrangements

Making special arrangements for candidates to take internal and external exams is the responsibility of the SENCO, exams officer and the Assistant Head.

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 exams officer.

Invigilation and support for access arrangement candidates will be organised by the exams officer.

7. Estimated grades

The heads of department will submit estimated grades to the exams officer when requested by the exams officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for exam supervision and trial exams in KS4 and KS5. KS3 end of year assessments will be undertaken in lesson time and supervised by teachers and not external invigilators, during a rescheduled timetable. Students who require extra time will have an independent exam timetable to support their needs.

External invigilators will be used for all external exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the exams office.

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.

8.2 Exam days

The exams officer will book all exam rooms after liaising with other users and make the question papers, other exam stationery and materials available for the invigilator.

The setting up of the allocated rooms will be communicated to the Caretakers, Business Manager and Deputy Head in charge of planning, by memo from the exams officer.

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

Members of staff approved by the head of centre may be present at the start of the examinations. When members of centre staff enter an examination room, they **must** identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Members of centre staff have a very clear role at the start of the examinations principally:

- Identification of candidates;
- To deal with any disciplinary matters;
- To check that candidates have been issued with the correct question paper, (particularly where option or tiered papers are involved);
- To check that candidates have the appropriate equipment and materials for the examination.

Under no circumstances may members of centre staff:

- Be present at the start of the examination and then sit and read the examination question paper before leaving the exam room;
- Have access to the examination questions paper **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before reporting the issue to the awarding body;
- Give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- Communicate with candidates (except in Art time tests and Science Practical examinations or where maintaining discipline in the examination room). This constraint extends to the reading of the question paper rubric to candidates, coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- Enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- Enter the examination room and read candidates' scripts.

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.

Papers will be distributed to heads of department during the morning of the day after the exam session.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The centre's published rules on uniform, 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 exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff/invigilator must accompany them.

It is the Candidates responsibility to present themselves at the correct room at the correct time for an examination. For candidates who are late for their exams, or do not turn up at all the exam office will implement JCQ guidelines.

9.2 Clash candidates

The exams 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 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. The exams office will then take the appropriate action in accordance with JCQ guideline.

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 in the case of illness.

10. Coursework/Controlled Assessments (see Controlled Assessment Procedure) and appeals against internal assessments

10.1 Coursework/Controlled Assessments

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

Heads of department will ensure all coursework/controlled assessments are ready for despatch at the correct time and the exams officer 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 heads of department by the required date.

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 is entitled The Crypt School Examination Appeals Procedures

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/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.

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 / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the exams officer.

The provision of staff on results days is the responsibility of the head of centre.

The centre aggregates at the end of year 11 for GCSE, year 12 for AS grades and year 13 for A level grades.

11.2 Enquires 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. Heads of department must discuss any re-mark with either the head of centre or assistant/deputy heads before requesting action from the exams officer.

Heads of department are responsible for getting students to complete the consent form before requesting a re-mark. In cases where the department is not paying for the re-mark a cheque from the student is required before requests are made. (See Examination Appeals Procedure document).

11.3 Access to Scripts (ATS)

After the release of results, A level candidates may ask subject staff to request the return of papers within three days' of the results being scrutinised by both staff and students. If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark. This is only available for students whose University or Further Education place is dependent on certain grades.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained using the form held in the exams office.

Re-marks cannot be applied for once an original script has been requested and returned.

12. Certificates

Certificates will not be sent by post unless a student pays for certificates to be sent by recorded delivery and this will only be done in exceptional circumstances. They are collected and signed for by the student when they become available, usually in December for Summer Examinations.

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

The centre retains certificates for seven years.

Head of centre

Mr J.P. Standen

Exams officer

Mrs C.S.J. Evans

Date May 2014

The policy is next due for review in May 2015