

# **BISHOP'S HATFIELD GIRLS' SCHOOL**

## **EXAMINATIONS' POLICY**

**Date of last review: Summer Term 2023**

**Date of next review: Summer Term 2026**

**School Based Policy**

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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 by the Head of Centre and Examinations' Officer every three years or as necessary following any national changes.

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 – Headteacher**

- has overall responsibility for the school/college as an exams' centre and advises on appeals and re-marks
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document - Suspected malpractice in examinations and assessments.

### **The Exams' Officer**

- manages the administration of public and internal examinations
- 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
- consults with teaching staff to ensure 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
- organises 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
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests
- maintains systems and processes to support the timely entry of candidates for their exams
- liaise with Consortium Coordinator and Consortium Exams' Officers regarding examination arrangements within the Consortium.

### **The Consortium Coordinator**

- is responsible for Consortium arrangements within exam boards.

### **Heads of Faculty** 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.

### **The Head of Sixth Form**

- is responsible for informing the Exams' Officer when students withdraw from a course.

### **Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Head of Faculty and/or Exams' Officer
- Notification to the SEN Co-ordinator of possible access arrangements required.

### **Special Educational Needs and Disabilities Co-Ordinator (SENDCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements in conjunction with Teachers and/or Heads of Faculty and notifying the Exams' Officer in good time so that they are able to put in place exam day arrangements
- processing 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
- Provision of additional support, scribe, reader, IT equipment etc. in order to help candidates achieve their course aims.

**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 under the direction of the Exams' Officer
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Exams' 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
- being punctual for the start of all exams
- observing all deadlines set
- payment of resit/late fees as necessary.

### **Qualifications offered**

The qualifications offered at this centre are decided by the Head of Centre, Governors, SLT, Head of Faculty.

The types of qualifications offered are GCSE, BTEC, GCE.

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.

Informing the exams' office of changes to a specification is the responsibility of the Head of Faculty.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Headteacher in consultation with the SLT and Head of Faculty.

### **Exam series**

Internal exams (mock) and assessments will be scheduled throughout the academic year.

Internal exams are held under external exam conditions.

External exams are scheduled for November, May and June subject to any changes that may be implemented.

### **Exam timetables**

Once confirmed, the Exams' Officer will circulate the exam timetables for external exams before each series begins.

### **Entries, entry details and late entries**

Candidates or parents/carers can request a subject entry, change of level or withdrawal in consultation with and agreed by the Head of Centre and/or Head of Faculty and/or Subject Teacher.

The centre does not accept entries from private candidates other than former candidates and at the discretion of the Exams' Officer.

The centre does not act as an exams' centre for other organisations.

Entry deadlines are circulated to Heads of Faculty via email.

Heads of Faculty 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, in writing, of the Head of Centre and/or Head of Faculty.

Retake decisions will be made in consultation with the candidates, Teachers, Head of Faculty and the Exams' Officer.

### **Exam fees**

The Exams' Officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the centre except in the case of retakes. The school will pay the cost of retakes in Mathematics and English Language for those pupils who have not achieved a minimum of a grade 4.

AS entry exam fees are paid by the centre except in the case of retakes.

A level entry exam fees are paid by the centre except in the case of retakes.

Registrations for public examinations are paid by the centre.

Functional skills entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the candidate or centre depending on the reason for lateness or change.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam

Retake fees are paid by the candidate unless agreed otherwise by the Head of Centre and/or the SLT and/or Head of Faculty.

Candidates must pay the fee for an enquiry about a result, unless the centre decides to undertake the enquiry (permission will be sought from the candidate at all times).

### **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 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, Examinations' Officer and SENDCo.

### **Access arrangements**

The SENDCo will inform subject teachers of candidates with special educational needs or disabilities of 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 SENDCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo.

Rooming for access arrangement candidates will be arranged by the Exams' Officer in consultation with the SENDCo.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations' Officer in consultation with the SENDCo.

### **Contingency planning**

Contingency planning for exams' administration is the responsibility of the Head of Centre.

Contingency plans are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

### **Estimated grades**

Heads of Faculty or subject staff are responsible for submitting estimated grades where required to the Exams' Officer by the deadlines set.

### **Managing invigilators**

External staff will 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 Exams' Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Examinations' Officer (undertaken through the HR function in the School Office).

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

Invigilators' rates of pay are set by the Head of Centre.

Invigilators are recruited, timetabled, trained, and briefed by the Examinations' Officer.

## **Malpractice**

The Head of Centre in consultation with the Exams' Officer is responsible for investigating suspected malpractice.

## **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 are responsible for setting up the allocated rooms, and will be advised of requirements in advance. Any room in which an examination is held must provide candidates with appropriate conditions for taking the examination, paying attention to heating, lighting, ventilation and noise, whether internal or external, intermittent or continuous.

The identity of candidates is confirmed by a relevant member of the SLT for GCSE candidates. The identity of GCE candidates is confirmed by sixth form photo ID. External candidates are requested to bring photo ID to the exam.

The Exams' Officer or directed invigilator will start and finish all exams in accordance with JCQ guidelines.

Senior members of centre staff, such as an Assistant Headteacher, approved by the head of centre and who have not had overall responsibility for the subject department and/or preparing the candidates for the examination(s), may be present at the start of the examination(s). (As highlighted in this year's ICE booklet).

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 heads of department in accordance with JCQ's recommendations.

After an exam, the Exams' Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## **Candidates**

The Exams' Officer will provide written information to candidates in advance of each exam series.

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

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, watches and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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 be accompanied by an appropriate member of staff at all times.

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 making arrangements for timetable variations and/or overnight supervision in the case of timetable clashes.

### **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 5 working days of the exam.

The Exams' Officer will make a special consideration application to the relevant awarding body within 5 working days of the final timetabled exam, meeting the Board's deadline.

### **Internal assessment**

It is the duty of heads of department to ensure 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 are provided to the exams' office by the Head of Faculty/Subject Teacher. The Exams' Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

### **Results**

Candidates will receive individual results slips on results' days

- in person at the centre and/or to the candidates school email address
- by a nominated person, in which case the candidate must state this in writing and the nominated person must provide proof of identity when collecting the results
- by post to their home address (by prior arrangement only) - candidates to provide a self-addressed envelope.

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 Head of Centre and/or Examinations' Officer and/or the SLT.



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

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark 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.

Candidates must pay the fee for an EAR, unless the centre decides to undertake the enquiry (permission will be sought from the candidate at all times).

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 request the return of written exam papers, the fee for which must be paid by the candidate.

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

An EAR cannot be applied for once an original script has been returned.

## **Certificates**

Candidates will receive their certificates

- in person at the centre at the arranged awards' ceremony
- collected and signed for after the date of the arranged awards' ceremony in the cases of non-attendance.

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.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued by the awarding organisation if a candidate agrees to pay the costs incurred.