



School Exams Policy

"I have come that they may have life, and have it to the full"
JUSTICE, TOLERANCE, FORGIVENESS AND GENEROSITY

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PURPOSE

St Gabriel's School ethos clearly identifies our commitment to all pupils and students achieving the highest level of attainment possible as identified in the Mission Statement:

"I have come that they may have life, and have it to the full"
JUSTICE, TOLERANCE, FORGIVENESS AND GENEROSITY

In line with the general school policy every pupil should be encouraged to complete course preparations/coursework and exams to the best of their ability.

The school is responsible for ensuring all pupils have the best possible chances of success in external examinations and that they are not disadvantaged by organisational or curricular impediments.

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.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam Responsibilities:

The Head Teacher:

- 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*.

Exams Officer:

- manages the administration of external exams
- advises the senior leadership team, subject and class teachers, 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.
- checks with teaching staff 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.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising 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.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Deputy Heads:

- Organisation of teaching and learning.
- Validation of courses followed at KS4 in consultation with Senior Leadership Team (SLT).
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.

Curriculum Leaders:

- 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.

Teachers:

- supplying information on entries, coursework and controlled assessments as required by the Subject Curriculum Leader and Exams Officer.
- accurate completion of coursework mark sheets and declaration sheets.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Assistant Associate Head Teacher - SENDCo:

- identification and testing of candidates, requirements for access arrangement.
- provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speaker of other languages, IT equipment - to help candidates achieve their course aims.
- administration of access arrangements.
- process any necessary applications in order to gain approval (if required).
- notification of access arrangements (as soon as possible after the start of the course).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.
- provision of support staff to invigilate and provide access arrangements for identified candidates.

Invigilators:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- distribution of the correct exam paper to candidates.
- 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 ensuring their return to the Exams officer for posting.
- collect in equipment deemed not suitable by the exam board.

Candidates:

- 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.
- checking exam papers are the expected tier.

The statutory test and qualifications offered

The statutory tests and qualifications offered at St Gabriel's are decided by the Head Teacher.

The tests and qualifications offered are GCSE full course, OCR Cambridge National ASDAN Award.

The subjects offered for these qualifications in any academic year in our school are published in the school prospectus which is updated annually. If there is a change of syllabus from the previous year, the exams office must be informed by the first week in September.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with parents/carers, Head of Curriculum Support, SLT and Subject Curriculum Leader.

Exam Seasons and timetables

- Internal exams (MOCKS) are scheduled toward the end of the Autumn Term.
- External exams are scheduled in May/June.
- Internal exams are held under normal exam conditions.

Once confirmed, the exams officer will circulate the exam timetables for exams at a specified date before each series begins.

Information about exam contingency day is circulated to candidates and parents/carers in an advance.

Entries, entry details and late entries:

- candidates are selected for their exam entries by the Curriculum Leaders and the subject teachers.
- candidates, or parents/carers, can request a subject entry, change of level or withdrawal in consultation with the Deputy Head.
- St Gabriel's does not act as an exams centre for other organisations.
- entry deadlines are circulated to Curriculum Leaders via email, briefing meetings, internal post/pigeon hole, SIMS message.
- Curriculum Leaders 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 Deputy Head.

Examination Fees

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.

Candidates who do not attend, or submit coursework for, compulsory examinations, and who fail to provide an appropriate justification for absence, will be required to pay the appropriate fee to cover the cost of the missed examination. In cases where extenuating

circumstances apply, e.g. illness, the Examinations Officer will use discretion in the levying of fees.

Appeals against a grade will be decided by the Head Teacher in consultation with SLT, the Deputy Head, subject leaders, parents and candidates on a case by case basis.

The Disability Discrimination Act 2010 (DDA), Special Needs and Access Arrangements

All exam centre staff must ensure that they meet the requirements of any equality legislation.

St Gabriels 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 Curriculum Support

A candidates' special needs requirements are determined by the Associate Assistant Head Teacher - SENDco Support.

The Head of Curriculum Support will inform subject teachers of candidates with special educational needs who are on a course leading to an exam. The Head of Curriculum Support can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Associate Assistant Head Teacher - SENDco.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Associate Assistant Head Teacher - SENDco.

Making special arrangements for candidates to take exams is the responsibility of the Associate Assistant Head Teacher - SENDco and Exams Officer.

Rooming for access arrangement candidates will be arranged by the Associate Assistant Head Teacher - SENDco with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Associate Assistant Head Teacher - SENDco in consultation with the Exams Officer.

Contingency planning

- Contingency planning for exams administration is the responsibility of the Head Teacher and Exams Officer.

- Contingency plans are available via email, noticeboard, briefing meetings, internal post/pigeon box, the school intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Managing invigilators

- External invigilators will be used for external exams.
- The 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 school Office Manager.
- DBS fees for securing such clearance are paid by invigilators.
- Invigilators are timetabled and briefed by the Exams officer.
- Invigilators rates of pay are set by the Finance Manager.

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 is responsible for setting up the allocated rooms, and will be advised of requirements in advance.

A Member of SLT or Exam Officer or Lead invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff (only approved by the Head Teacher) may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

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 and after candidates have completed them and papers have been sent to awarding body.

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 via school website and a hard copy of "Students and Parents Guide to GCSE Exams" of each exam series
- 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 and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.
- the centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. In accordance with the school's mobile phone policy, students may be electronically scanned for any prohibited items.
- candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage. Lockable cages, outside the exam room, are provided for candidates to leave possession and other equipment not needed or not allowed in the exam room.
- disruptive candidates are dealt with in accordance with JCQ guidelines and the school disciplinary code.

Note: candidates who leave an exam room at any time during the exam must be accompanied by an appropriate member of staff at all times.

- the Exam Officer is responsible for handling late or absent candidates on exam day.
- the Exams Officer/member of school office support staff 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.

Malpractice

St. Gabriel's follows the guidelines issued by the JCQ for Suspected Malpractice in Examinations and Assessments. A copy of this JCQ Policy is attached.

Special Consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre and communicate with the Exams Officer.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

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

Controlled Assessment

Candidates who have to prepare controlled assessments should do so by the deadline required by the subject teachers.

It is the duty of Curriculum Leaders 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.

Results, Enquiries About Results (EAR) and Access to Scripts

Candidates will receive individual results slips on results days,

- in person at school,
- by post to their home address - candidates to provide a self-addressed envelope.
- collected and signed for by an authorised person.

Arrangements for the school to be open on results days are made by the Head Teacher.

The provision of staff on results days is the responsibility of the Head Teacher.

Enquiries about results may be requested by our staff or candidates if there are reasonable grounds for believing there has been an error in marking or administration.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by Curriculum Leaders with subjects' teachers and SLT.

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.

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

St Gabriel's staff may also request scripts for investigation or for teaching purposes. For the latter the consent of candidates must be obtained.

Certificates

Candidates will receive their certificates

- in person at school,
- collected and signed for.

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.

St Gabriels retains certificates for 12 months.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued by Exams Office.

It is the responsibility of everyone involved in the school's exam processes to read, understand and implement this policy. This exam policy will be reviewed annually by the Exams Officer, the Head Teacher and School Governors.

Head Teacher

Exams Officer

Date:

Resources:

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>