



Kingsdown School

Examinations Policy

Contents

- The 11-16 exam policy
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Disability Discrimination Act
- Estimated grades
- Managing invigilators
- Candidates
- Internal assessments and appeals
- Results
- Certificates



The 11-16 Exam Policy

The policy purpose

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.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of centre, Senior leadership team, Exams officer and Governors.

Exam Responsibilities

Having overall responsibility for the school as an exam centre, the head of 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 office manager / exams officer

Manages the administration of public and internal exams

- advises the senior leadership team, 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, governors 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 exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework/controlled assessments are 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
- administers access arrangements and makes applications for special consideration using the JCQ publications access arrangements, reasonable adjustments and special consideration
- 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 exam invigilators responsible for the conduct of exams
- submits candidates' coursework/controlled assessment marks, tracks despatches and stores returned coursework/controlled assessments 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.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department.

The SEN Coordinator SENCo 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.

Lead invigilator/invigilators are responsible for:

- 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 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 work as their own.

Qualifications

Qualifications Offered

The qualifications offered at this centre are decided by the Senior Leadership Team.

The qualifications offered are GCE, GCSE, Entry level and 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 has been a change of specification from the previous year, the exams office must be informed by 01/09/2011.

Informing the exams office of changes to a specification is the responsibility of the Heads of Faculty and / or Heads of Department.



Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, SENCo, Subject teachers and Head of Faculty / Department.

Exam Series and Timetables

Exam Seasons

Internal exams are scheduled in December, May and June.

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

Mock Exams are held under external exam conditions. Internal school exams are not held under exam conditions.

The Head of Centre, Deputy Head and Heads of Faculty decide which exam series are used in the centre.

A separate calendar is produced for the timings of controlled assessments.

Timetable

Once confirmed, the exams officer will circulate the exam timetable for Internal exams and External exams.

Entries, entry details and late entries

Entries, entry details and late entries

Candidates are selected for their exam entries by the Heads of Faculty / Department and Subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does accept entries from external candidates.

The centre does act as an exam centre for other organisations.

Entry deadlines are circulated to Faculty Leaders and Subject Leaders via Email and Internal post/pigeon hole.

Late entries are authorised by Faculty Leaders, Senior Leadership Team and Exams officer.

GCSE retakes are allowed.

Re-sit decisions will be made in consultation with Candidates, Subject teachers, Exams Officer, Head of Centre and Faculty Leaders.



Exam Fees

Exam 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.

GCSE entry exam fees are paid by the Centre.

Exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments if the deadlines are not met.

Fee reimbursements are sought from candidates who fail to sit an exam without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre if requested by the Centre Staff who can fully justify the reason for the re-sit.

Re-sit fees may be requested from the parent or carer of any student where the request for a re-sit has been made by the parent or carer and the school believe the re-sit isn't necessary or would not be of any benefit to the student concerned.

Disability Discrimination Act

Disability Discrimination Act

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Senior Leadership Team, Exams Officer and SENCo.

Access Arrangements

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 can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo and Educational Psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams officer.



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.

Overseas Students

Managing overseas students is the responsibility of the Senior Leadership Team.

Contingency Planning

Contingency planning for exams administration is the responsibility of the exams officer.

Private Candidates

Managing private candidates is the responsibility of the Exams officer.

Estimated Grades

Estimated Grades

Faculty Leaders are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing Invigilators

Managing Invigilators

External staff are used to invigilate examinations.

These invigilators will be used for Internal and External exams.

Recruitment of invigilators is the responsibility of the Exams office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre Personnel Officer.

CRB 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 Senior Leadership Team.



Malpractice

The Head of Centre 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 is responsible for setting up the allocated rooms.

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

A subject staff member may be present at the start of the exam to assist with identification of candidates but must not communicate with candidates or advise on which questions or sections to be attempted.

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

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 faculty / department at the end of the exam session.

Candidates

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator.

Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be 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, the exams officer, or the exam invigilator to that effect.



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

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven working days of the exam.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

It is the duty of heads of faculty / department to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks and Appeals

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject teachers, Heads of Department and Heads of Faculty.

Appeals against internal assessments must be made by the 30/06/2011.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results

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

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses, candidates to provide self addressed envelope.

Arrangements for the centre to be open on results days are made by the Exams officer.

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

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 candidates consent is required before any EAR is requested.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.



When the centre does not support a candidate's or parent's request for 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.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three working days for scrutiny of the results.

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

Please note: GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates

Certificates are presented in person.

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

The centre retains certificates for two years.

Signed : 

W Conaghan
Headteacher

Date : 31st January 2011

Signed : 

G Duncan
Chair of Governors

Date : 31st January 2011