

## **PUBLIC EXAMINATIONS POLICY**

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Committee:	SLT
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### **1. Introduction**

- 1.1. This policy sets out the general principle that all students who have been prepared by the school will be entered for public examinations. However, exceptions apply, so that entries may not be made if:
  - 1.1.1. A student is found to be UNABLE to work to the standard that would result in the lowest pass grade (e.g. G in GCSE; E in A Level).
  - 1.1.2. A parent requests in writing that a student should not be entered for the public examination.
  - 1.1.3. A student fails to meet subject department deadlines for the completion of work, e.g. coursework tasks/controlled assessments/preparation for modules.
  - 1.1.4. A student has a record of poor attendance which makes it unlikely that the student will attend an examination or where attendance falls below 90%.
- 1.2. The policy also sets out procedures to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates and ensures the operation of an efficient examinations system with clear guidelines for all relevant staff.

### **2. Examination Responsibilities**

#### **2.1. Headteacher**

- 2.1.1. Overall responsibility for the school as an examinations centre, via the Assistant Headteacher (Examinations).

#### **2.2. Assistant Headteacher (Examinations)**

- 2.2.1. Oversight of examinations and the Examinations Officer.
- 2.2.2. Responsibility, through the Examinations Officer, for the smooth running of all examinations related procedures and dissemination of results.
- 2.2.3. Responsibility, through the Examinations Officer, for reporting all suspicions or actual incidents of malpractice, (refer to the Joint Council for Qualifications (JCQ) document - Suspected Malpractice in Examinations and Assessments).

#### **2.3. Examinations Officer**

- 2.3.1. Manages the administration of public exams:
- 2.3.2. advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards;

- 2.3.3. oversees the production and distribution to staff and candidates of an annual calendar for all examinations in which candidates will be involved, via the school calendar, and communicates regularly with staff concerning imminent deadlines and events;
- 2.3.4. liaises with subject staff and Heads of Faculty to check subject entries prior to submitting entries to Examination Boards;
- 2.3.5. produces examination booklets for candidates to inform them of examination regulations and procedures;
- 2.3.6. liaises with Tutors to make arrangements for the distribution of essential documentation to candidates;
- 2.3.7. liaises with Heads of House to arrange briefing sessions for candidates;
- 2.3.8. ensures that candidates and their parents are informed of and understand those aspects of the examination timetable which will affect them;
- 2.3.9. consults with teaching staff to ensure that necessary coursework / controlled assessments are completed on time and in accordance with JCQ guidelines;
- 2.3.10. receives, checks and stores securely all examination papers and completed scripts;
- 2.3.11. liaises with Inclusion Manager to administer 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;
- 2.3.12. identifies and manages examination timetable clashes;
- 2.3.13. responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays for clash candidates;
- 2.3.14. accounts for income and expenditures relating to all examination costs/charges;
- 2.3.15. line manages the Examination Invigilators and oversees the training and monitoring of a team of Examination Invigilators responsible for the conduct of exams;
- 2.3.16. submits candidates' coursework / controlled assessment marks, tracks despatch and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule;
- 2.3.17. arranges for dissemination of examination results and certificates to candidates;
- 2.3.18. maintains systems and processes to support the timely entry of candidates for their exams;
- 2.3.19. attempts to contact, via the Office Manager, any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines;
- 2.3.20. withdraws, in liaison with relevant staff e.g. the Assistant Headteacher (Curriculum Support), Head of Sixth Form, Learning Manager, Head of Faculty, etc., the entries of candidates who have missed sufficient examination components to render it impossible to achieve a grade in that subject.
- 2.3.21. conducts all correspondence with Examining Boards about entries (and results) on behalf of the Headteacher;
- 2.3.22. oversees examination results days.
- 2.3.23. manages post results services and remark arrangements

#### **2.4. Heads of Faculty / Subject Leaders**

- 2.4.1. Provide guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- 2.4.2. Request post-results services, if necessary, as offered by the Examination Boards, via the Examinations Officer, see Section 13.
- 2.4.3. Complete coursework / controlled assessment mark sheets and declaration sheets.
- 2.4.4. Complete entry and all other mark sheets, adhering to deadlines as set by the Examinations Officer.
- 2.4.5. In all cases of non-entry the person responsible for taking appropriate action is the Subject Leader in liaison with the Head of Faculty. The Subject Leader or Head of Faculty must ensure that appropriate mechanisms exist in their areas to 'pick up' potential non-entries and to keep parents informed of any concerns. Where a student is not entered for an examination the Subject Leader or Head of Faculty must consult the Learning Manager / Head of Sixth Form and explain what steps have already been taken to keep the student on track. They must give written confirmation of non-entry on the white "request to enter sheets" (or of withdrawal if entries have already been made) to the Examinations Officer. They must also ensure that these procedures are understood and followed by members of staff.

- 2.4.6. In all cases involving a request to change a student's entry at GCSE level from a Full Course to a Short Course, the Head of Faculty / Subject Leader is responsible for taking the appropriate action.

## **2.5. Subject Teacher**

- 2.5.1. Notifies students of coursework / controlled assessment deadlines and makes the Subject Leader aware of students failing to meet those deadlines.
- 2.5.2. Notifies the Subject Leader of candidates' tiers of entry.

## **2.6. Inclusion Manager**

- 2.6.1. Administers access arrangements.
- 2.6.2. Ensures list of candidates requiring access arrangements remains current.
- 2.6.3. Ensures that the identified additional support is provided.

## **2.7. Invigilators**

- 2.7.1. Collects examination materials prior to the examination from the Examinations Officer.
- 2.7.2. Sets out the examination room ensuring each candidate has the correct materials, which would typically include desk numbers, question papers and answer booklets (exact details will be supplied for each examination).
- 2.7.3. Supervises and ensures the orderly entry of examination candidates into the examination room.
- 2.7.4. Starts the examination, if required to do so, ensuring that the rubric stated on each particular examination is followed.
- 2.7.5. Vigilantly patrols the examination.
- 2.7.6. Informs the Examinations Officer immediately, if malpractice is suspected and/or witnessed, who then takes appropriate action.
- 2.7.7. Stops the examination, if required to do so, at the correct time.
- 2.7.8. Collects all materials as required.
- 2.7.9. Supervises and ensures an orderly exit from the examination room.
- 2.7.10. Returns all examination materials to the Examinations Officer.

## **2.8. Candidates**

- 2.8.1. Complies with coursework / controlled assessment regulations and signs a declaration that authenticates the work as her/his own.
- 2.8.2. Follows the centre's published rules on acceptable dress and behaviour.
- 2.8.3. Adheres to the rules governing the use of mobile phones and all electronic devices at all times.
- 2.8.4. Takes responsibility for personal belongings in the knowledge that the centre accepts no liability for loss or damage.
- 2.8.5. May leave the examination room for a genuine purpose requiring an immediate return to the examination room, but must be accompanied by a member of staff.
- 2.8.6. Behaves in accordance with JCQ guidelines, as notified to them via the examinations booklet, throughout the examination process.

# **3. Managing Controlled Assessments**

## **3.1. Staff Responsibilities**

### **3.1.1. Assistant Headteacher (Examinations)**

- 3.1.1.1. Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

### **3.1.2. Examinations Officer**

- 3.1.2.1. At the start of the academic year, coordinate with Subject Leaders to schedule controlled assessments for the year. (It is advisable that controlled assessments be spread throughout the academic years of Key Stage 4).
- 3.1.2.2. Map overall resource management requirements for the year:
  - 3.1.2.2.1. clashes/ problems over the timing or operation of controlled assessments.

- 3.1.2.2.2. issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- 3.1.2.3. Ensure that all staff involved have a calendar of events.
- 3.1.2.4. Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- 3.1.2.5. Enter students' 'cash-in' codes for the terminal exam series.
- 3.1.2.6. Where confidential materials are directly received by the examinations office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- 3.1.2.7. Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- 3.1.2.8. On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

### **3.1.3. Heads of Faculty / Subject Leaders**

- 3.1.3.1. Decide on the awarding body and specification for a particular GCSE, ensuring the Exams Officer is notified immediately of any changes.
- 3.1.3.2. Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- 3.1.3.3. Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- 3.1.3.4. Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- 3.1.3.5. Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

### **3.1.4. Subject Teachers**

- 3.1.4.1. Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.
- 3.1.4.2. Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- 3.1.4.3. Supply to the examinations office details of all unit codes for controlled assessments.
- 3.1.4.4. Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- 3.1.4.5. Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- 3.1.4.6. Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- 3.1.4.7. Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the examinations office to the awarding body when required, keeping a record of the marks awarded.
- 3.1.4.8. Retain candidates' work securely between assessment sessions (if more than one).
- 3.1.4.9. Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- 3.1.4.10. Ask the Learning Centre Coordinator for any assistance required for the administration and management of access arrangements.

### **3.1.5. Inclusion Manager**

- 3.1.5.1. Ensure access arrangements have been applied for.
- 3.1.5.2. Work with teaching staff to ensure requirements for support staff are met.
- 3.1.5.3. Gathers relevant evidence and completes relevant paperwork to support applications for access arrangements (in line with JCQ requirements).

## **4. The Statutory Tests and Qualifications Offered**

- 4.1. The statutory tests and qualifications offered at this centre are decided by the Subject Leader in consultation with the relevant Head of Faculty, if appropriate.
- 4.2. The statutory tests and qualifications offered are at Entry Level, Level 1, 2 (e.g. GCSE) and Level 3 (e.g. AS/A2).

### **At Key Stage 4**

- 4.3. Following Mock Examinations, there is a review of the number of subjects to be taken per student based on (1) the quality of the predicted grades obtained to date and (2) whether coursework / controlled assessments are up-to-date in subjects, as appropriate.
- 4.4. For students who have followed courses at Level 1 or 2, final decisions about entries are made sufficiently early to meet Examination Board deadlines. No entry is to be made if coursework / controlled assessments are not completed, or expected to be completed by the published Examination Board deadlines.
- 4.5. Students not entered for the public examinations are expected to attend all lessons until the course is completed.
- 4.6. Parents receive a statement listing the examinations for which their child has been entered; parents are asked to sign the letter and return it to school by the date requested. It is the responsibility of the Examinations Officer and Tutors to distribute the letter to students and collect the signed returns.

### **At A Level (AS/A2 and other Level 3 Courses)**

- 4.7. A student UNABLE to work to the standard of a minimum pass grade in A2 is advised to complete the AS course only.
- 4.8. For students failing to follow the course, including those who do not have a 90% attendance record, non-entry may be considered.
- 4.9. Final decisions about entries are made sufficiently early to meet Examination Board deadlines.
- 4.10. The Examinations Officer distributes to students, via Tutors, a printout listing the examinations for which they have been entered; they are asked to sign the form and return it to the Tutor by the date requested.

## **5. Entries, Entry Details and Late Entries**

### **5.1. Entries**

- 5.1.1. Candidates are selected for their examination entries by the Subject Leaders and the subject teachers.
- 5.1.2. Candidates, or parents/carers, may request a subject entry, change of level or withdrawal.
- 5.1.3. The centre does not accept entries from external candidates.

### **5.2. Late Entries**

- 5.2.1. Entry deadlines and are circulated to Subject Leaders via internal post.
- 5.2.2. Late entries and entry amendments are requested by the Heads of Faculty and authorised by Assistant Headteacher (Examinations).

## **6. Examination Fees**

- 6.1. The centre will pay examination fees on behalf of candidates, except in the circumstances outlined in the next section.
- 6.2. Late entry or amendment fees are paid by subject areas/faculties.

- 6.3. Charges are not applicable 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.
- 6.4. Parents will be asked to pay for:
- 6.4.1. examination entries where the school has not prepared the student for a prescribed examination in that academic year or where a Private Entry is requested following the school's recommendation to reduce the number of subjects taken, at the discretion of the Headteacher;
  - 6.4.2. entry for non-prescribed examinations. This will include the cost of invigilation if there are no other examinations taking place at the same time;
  - 6.4.3. the cost of re-scrutiny, re-mark or return of examination papers where they request it (see Section 13);
  - 6.4.4. the recovery of entry fees where, without good or reasonable cause, the student fails to attend for an examination or otherwise fails to meet the examination requirement. Furthermore, candidates in this instance who miss sufficient examination components to render it impossible to achieve a grade in that subject, will have their entry for the whole subject withdrawn;
  - 6.4.5. re-takes.

## **7. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

### **7.1. DDA**

- 7.1.1. The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.
- 7.1.2. Under the Equality Act 2010 schools are required to carry out accessibility planning for disabled students. The Equality Act 2010 replaces previous discrimination law and provides a single piece of legislation covering all types of discrimination that are unlawful and Oldfield School's commitment to this policy is outlined in the Oldfield School Accessibility Policy

### **7.2. Access Arrangements**

- 7.2.1. Making special arrangements for candidates to take examinations and the completion and submission to Examination Boards of the relevant forms is the responsibility of the Inclusion Manager and the Examinations Officer.
- 7.2.2. Rooming for access arrangement candidates will be arranged by the Inclusion Manager with the Examinations Officer.
- 7.2.3. Invigilation and support for access arrangement candidates will be organised by the Inclusion Manager with the Examinations Officer.

## **8. Managing Invigilators and Examination Days**

### **8.1. Managing Invigilators**

- 8.1.1. External Invigilators are used for external examinations.
- 8.1.2. Securing the necessary Disclosure and Barring Service (DBS) clearance for new Invigilators is the responsibility of the centre.
- 8.1.3. DBS fees for securing such clearance are paid by the centre.
- 8.1.4. Invigilators are timetabled and briefed by the Examinations Officer.

### **8.2. Examination Days**

- 8.2.1. The Examinations Officer will book all examination rooms with the person responsible for cover, after liaison with other users, and make the question papers, other examination stationery and materials available for the Invigilator.
- 8.2.2. Site management is responsible for setting up the allocated rooms.
- 8.2.3. The Invigilator will start all examinations in accordance with JCQ guidelines.
- 8.2.4. Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted. In addition, they may not see the

examination paper unless they are to be present for the duration of the exam, to protect the security of the examination.

- 8.2.5. In practical examinations subject teachers may be on hand in case of any technical difficulties.
- 8.2.6. Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Subject Leaders at the end of the examination session.
- 8.2.7. A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

## **9. Special Consideration**

- 9.1. Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examinations Officer, or the Examination Invigilator, to that effect.
- 9.2. The candidate must support any special consideration claim with appropriate evidence within three days of the exam, e.g. a letter from the candidate's doctor.
- 9.3. The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## **10. Coursework and Controlled Assessments**

- 10.1. Candidates who have to prepare coursework / controlled assessments should do so by the end of the course taking account of set deadlines.
- 10.2. Subject Leaders will ensure all coursework or controlled assessments are ready for despatch at the correct time. The Examinations Officer will keep a record of what has been sent when and to whom.
- 10.3. Marks for all internally assessed work and estimated grades are provided to the examinations office by the Subject Leaders.

## **11. Appeals against Internal Assessments and Controlled Assessments**

- 11.1. The following procedure applies to cases where a candidate or parent/carer disagrees with an internal assessment decision. The procedure should only be used where all other mechanisms within the school (e.g. discussion between the candidate or parent/carer and the subject teacher/Head of Faculty/Headteacher) have failed to resolve the matter. It is the final stage in the normal process of considering and resolving disputes. It is expected that it will only be used in exceptional circumstances.
- 11.2. The Examinations Officer is responsible for disseminating information about the appeals process to all candidates and their parents/carers and for informing the Headteacher about the existence and outcome of all such appeals.
- 11.3. Any appeal should be made in writing to the Examinations Officer. An appeal about an internal assessment decision should be made no later than one week after the deadline for coursework / controlled assessment marks to be submitted to the examination board.
- 11.4. The teacher concerned in making the assessment is given a copy of the appeal and responds in writing to the Examinations Officer. A copy of this response is given to the candidate.
- 11.5. If the candidate is not happy with the written response they have received they have the opportunity for a personal hearing. The panel for this hearing consists of one senior teacher and one other independent person both nominated by the Headteacher. The panel members should not previously have dealt with the particular case. The candidate is given sight of all relevant documents (e.g. marks given and assessments made) in advance of the hearing. Where a candidate is presenting their own case they are allowed to be

accompanied by a single adult. The teacher and the candidate have the opportunity to hear each other's submission to the panel at the hearing.

11.6. The Examinations Officer maintains a written record of all appeals. This record includes the outcome of the appeal and the reasons for that outcome. A copy is sent to the candidate within five working days of the hearing.

11.7. The Examinations Officer informs the Awarding Body if there is any change to an internally assessed mark as a result of an appeal. Relevant details of any appeal are made available to the Awarding Body on request but the Awarding Body does not judge either the decision reached or the appeal process.

## **12. Results, Enquiries about Results (EAR) and Access to Scripts (ATS)**

### **12.1. Results**

- 12.1.1. Candidates receive individual results slips on results days either in person at the centre or by post to their home address.
- 12.1.2. Arrangements for the school to be open on results days are made by the Leadership Team.
- 12.1.3. The Examinations Officer organises the process for providing students with their results, including the results days.

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

- 12.2.1. EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- 12.2.2. If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- 12.2.3. When the centre does not uphold 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.

### **12.3. Access to Scripts (ATS)**

- 12.3.1. After the release of results, candidates may ask subject staff to request the return of papers within the deadline set by the Examinations Officer.
- 12.3.2. Centre staff may request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- 12.3.3. GCSE re-marks cannot be applied for once a script has been returned.

12.4. For further information regarding charges, see Section 6: Examination Fees

## **13. Certificates**

- 13.1. Certificates are collected and signed for by the candidate or their representative (in the case of a candidate's representative, proof of identification and authorisation to collect the certificates must be supplied).
- 13.2. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- 13.3. Replacement certificates are only issued if a candidate agrees to pay the costs incurred.
- 13.4. The centre retains certificates for six years.

## **14. Re-sits**

- 14.1. Re-sits for examination components are offered to current Oldfield students in line with the regulations in force for the various public examinations.
- 14.2. Parents are charged the full cost of entry fees for re-sits and entries are not confirmed until payment is received.



14.3. In exceptional circumstances, at the discretion of the Headteacher, entry fees for re-sits may be paid from faculty budgets or the main examinations budget.

14.4. Re-sits are not available to external candidates.

14.5. In exceptional circumstances, the re-sit facility may be offered to former Oldfield students, but in this case, a charge may be made for administration costs and invigilation costs if no other public examination is taking place at that time, in addition to the cost of the examination entry. The entry will not be confirmed until full payment is received.

14.6. Refunds are not payable if the candidate does not attend the examination.

## **15. Monitoring and Review**

The school will monitor the impact of the policy using a range of methods and information including:

- Records of exam entries.
- Records of exam results.
- Changes to the relevant exams related legislation.

Tutors, subject staff, Heads of Faculty, Subject Leaders, Heads of House and Head of Sixth Form will liaise to check that entries have been made according to the policy.