



EXAMINATIONS POLICY 2015 - 2016

AIMS

- To raise the profile and status of examinations within the school.
- To ensure a positive educational experience for all students involved in sitting examinations.
- To provide for staff a structure in which formal summative assessments can take place and also provide an opportunity for staff development.

OBJECTIVES

- Provide a printed exam timetable for both mock and public exams in advance for both students and staff which take into account requests from subject areas.
- Provide support mechanisms for Invigilators e.g., code of conduct for Invigilators and guidelines for the conduct of examinations and the role of Invigilators.
- Provide a suitable venue with controllable entry and exit.
- Provide appropriate support for students sitting examinations through the production of an Exam Handbook detailing Revision, Study and other Organisational Skills.
- Provide appropriate information to parents/carers on their role responsibilities in supporting candidates.
- Provide quality question papers which allow access to the concepts/information being tested for all students.
- Provide clear guidelines to students on expectations re: their behaviour and conduct in examinations as well as their responsibilities.

'Invigilation is an active process not a passive one'.

GUIDANCE FOR STAFF

We have a dedicated team of trained external Invigilators.

- The Examinations Officer is responsible for setting out papers and for leaving instructions about paper collection. Departments should ensure that all necessary equipment is available in the examination room.
- The Examinations Officer will prepare seating plans and have responsibility for ensuring that the room is set out correctly.

- Invigilators should follow instructions as given by the Joint Council for Qualifications (JCQ) in their booklet "Instructions for the Conduct of Examinations".
- Examination rooms will be provided with a set of instructions for candidates, including start and finish times.
- Invigilators need to remain at the end of examinations to collect papers and ensure the proper exit of candidates. Candidates should leave the site immediately after an examination. The examination room should never be left under-staffed.
- It is important that invigilators are vigilant! Marking books, eating, drinking, talking, and generally being ineffective is not permitted in the examination room. Invigilators are setting an example for candidates.
- Any problems with the candidates, furniture, equipment or papers should be reported to the Exam's Officer and appropriate action will be taken. All necessary paperwork will be available in the exam room.

INVIGILATORS IN CHARGE

- Should ensure that examination room arrangements are appropriate and that candidates are properly instructed.
- Should deploy staff effectively including marking registers and notifying absences.
- Should follow absences by telephone calls to summon candidates. These calls are important and should be made immediately.
- The Invigilator in charge is responsible for candidates and staff during the examination and should make appropriate communication with both.

One Invigilator should be nominated as a runner in case of emergency.

Procedures in case of fire are the responsibility of the Invigilator in charge. The first consideration must be for the safety of the candidates and staff.

At the end of the examination, the Invigilator in charge should ensure that answer papers/books are returned to the Examinations Officer for despatch to markers.

CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

Candidates

- The Centre's published rules on acceptable dress, 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 must accompany them.

Clash Candidates

The Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

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.
- 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.
- The Exams Officer will then forward a completed Special Consideration form to the relevant awarding body within seven days of the exam.

RESPONSIBILITIES FOR CONDUCTING CONTROLLED ASSESSMENTS

The revised GCSEs have removed the requirement for coursework but will result in far more controlled assessments taking place within the school next year and subsequent years.

The following is designed to define responsibilities to avoid ambiguity, omissions, conflict and confusion.

Head of Centre responsibilities (Head Teacher)

The Head of Centre is responsible for ensuring that Controlled Assessment work is conducted in accordance with JCQ regulations (Instructions for Conducting Controlled Assessments) and any subject specific instructions issued by the Awarding Bodies.

Teacher's responsibilities

- To be familiar with and adhere to the general guidelines contained in the JCQ regulations
- To be familiar with and adhere to the specific instructions for conducting controlled assessments contained in the awarding body regulations, specifications and websites for each specific subject. See addresses below.
- To supply to the Examination Officer all details of all assessments (Controlled Assessments and written examinations) and the codes, cash in codes and assessment details, deadlines and specific requests at the start of the academic year.
- To obtain from the Examination Officer confidential material and tasks as set by the awarding bodies in sufficient time to make preparation for the assessments.
- To supervise to the correct standard all assessments for which they are responsible, undertaking such tasks as the regulations require and permitting only such assistance as the specifications allow.
- To ensure that Authentication forms are signed by students and supervising teachers on completion of the assessment.

- To mark such assessments according to the mark schemes provided by the awarding bodies and submit the marks through the Examinations Officer to the awarding bodies when required, retaining a copy of the marks awarded.
- To retain the work of candidates securely at all times between assessment sessions and after the work has been completed until any date set by the awarding bodies for the release of material.
- To request from the SENCO any assistance required for the administration or management of access arrangements
- To request from the Examinations Officer any additional invigilators or accommodation required for conducting controlled assessments in the event of certain assessments being defined as 'examinations' rather than 'tests and assessments in class during normal teaching time'.

Terminal Rule:

"GCSE re-sits will meet the GCSE terminal rule and re-sit requirements."

Exams Officer's responsibility

- To enter all units whether for controlled assessments or written exams before the awarding body deadline
- To be responsible for the receipt, safe storage and safe transmission of all confidential materials for conducting controlled assessments, whether that be downloaded electronically, CDs or hard copy.
- To download, create or distribute mark-sheets for the use of teaching staff and to collect and send such mark-sheets to the Awarding Bodies before any deadlines.
- To supply invigilators and arrange accommodation as and when requested by the teaching staff in the situations defined above.
- To create, publish and keep up to date an Internal Appeals Policy covering controlled assessments.

Terminal Rule:

Heads of Department must ensure that:

"GCSE re-sits will meet the GCSE terminal rule and re-sit requirements."

EXAM ENTRIES and LATE ENTRIES

Exam Entries

The final date for GCSE and GCE is 21st February 2016

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

Late entries

Late entries are authorised by Heads of Department and Exams Officer. Any late entries made by departments will be charged to departments.

The first GCSE and GCE examination will take place on Monday 16th May 2016 and the last date will be Wednesday 29th June 2016.

Results

- Candidates will receive individual results slips on results day in person at the Centre.
- Candidates must sign registration upon receipt of results.

EAR – Enquiry About Results

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If the EAR is a C/D borderline within 3 marks then the centre will pay for the remark, if however it is more than 5 marks away and not a C/D borderline then the department or parent/carer will be charged depending on who made the request.
- All other remarks will be charged to departments.

Certificates

- Candidates will be informed of a date to collect their official certificates.
- Certificates will not be posted and must be signed for upon receipt. If the candidate is unable to collect them, the school must be provided with a written letter stating who will be receiving the certificates on their behalf.