

CODSALL COMMUNITY HIGH SCHOOL

EXAMINATION POLICY SEPTEMBER 2022 – AUGUST 2023

It is essential that examinations are fair for all and managed in such a way as to provide the best opportunities for success for candidates. By having a clear policy that conforms to the requirements of examination boards and JCQ, TTUTC is able to ensure a transparent and secure approach to examinations.

Contents

1. Purpose	2
2. Exam responsibilities.....	2
3. Qualifications offered	4
4. Exam series	4
5. Timetable	5
6. Entries, entry details and late entries	5
7. Exam fees	5
8. The Equality Act 2010, Special Needs and Access Arrangements:	6
9. Contingency planning.....	6
10. Estimated grades.....	7
11. Managing invigilators and exam days.....	7
12. Candidates, clash candidates and special consideration	7
13. Coursework and appeals against internal assessment and automated assessment.....	8
14. Results, Review of Marking and Moderation (RoMM) and access to scripts (ATS).....	9
15. Certificates	10
16. Secure delivery of material	10
17. Evacuation of the Examination room in event of an emergency	11
18. Dissemination of the Policy.....	12
19. DfE Guidance and other documentation and guidance has been used to create this document.	12

1. Purpose

1.1. The purpose of the examination policy is:

- 1.1.1. to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- 1.1.2. to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

1.2. It is the responsibility of everyone involved in the exam processes to read, understand and implement this policy.

1.3. The exam policy will be reviewed annually.

1.4. The exam policy will be reviewed by the Headteacher, Assistant Head and Exam Manager on an annual basis

2. Exam responsibilities

2.1. The Headteacher:

- 2.1.1. has overall responsibility for Codsall High as an exam centre and advises on appeals and remarks
- 2.1.2. is responsible for reporting all suspicions or actual incidents of malpractice as referred to in the JCQ document Suspected malpractice in examinations and assessments.

2.2. The Examinations Officer in conjunction with the Assistant Head.

- 2.2.1. manages the administration of public and internal exams
- 2.2.2. advises the Senior leadership team, Leads of subjects and teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- 2.2.3. oversees the production and distribution to 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
- 2.2.4. ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- 2.2.5. consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- 2.2.6. provides and confirms detailed data on estimated entries
- 2.2.7. receives, checks and stores securely all exam papers and completed scripts
- 2.2.8. administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration documents
- 2.2.9. identifies and manages exam timetable clashes

- 2.2.10. prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years using national benchmark data.
- 2.2.11. line manages the exam Manager in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- 2.2.12. submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- 2.2.13. arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- 2.2.14. maintains systems and processes to support the timely entry of candidates for their exams

2.3. The Assistant Head

- 2.3.1. organises teaching and learning
- 2.3.2. manages external validation of courses followed at key stage 4/post-16.

2.4. The Director of Operations and Finance

- 2.4.1. accounts for income and expenditures relating to all exam costs/charges in conjunction with the Examinations Manager and Assistant Head

2.5. Leads of subjects are responsible for:

- 2.5.1. Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- 2.5.2. Involvement in post-results procedures
- 2.5.3. Accurate completion of coursework mark sheets and declaration sheets
- 2.5.4. Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams Manager.
- 2.5.5. Management of their curriculum areas to ensure that exam entries, coursework submission and appeals are submitted on time in line with the deadlines set by the Examinations Manager.
- 2.5.6. Ensures that during the completion, marking and until the appeals process is complete that coursework is held securely
- 2.5.7. Ensure that their teachers are aware of the JCQ: Instructions for the Conduct of Examinations and follow the regulations for Controlled Assessment and Examinations.

2.6. Teachers are responsible for:

- 2.6.1. Notification of access arrangements requirements (as soon as possible after the start of the course)
- 2.6.2. Submission of candidates' names and entries to Curriculum Lead

2.6.3. Ensuring that coursework is held securely during completion, marking and afterwards until the appeals process is complete.

2.7. The Head Teacher is responsible for:

2.7.1. Ensuring that the SENCo performs the following tasks:

2.7.1.1. Identification and testing of candidates, requirements for access arrangements.

2.7.1.2. The 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.

2.7.2. Administration of access arrangements Lead invigilator/invigilators are responsible for:

2.7.2.1. Collection of exam papers and other material from the exam's office before the start of the exam

2.7.2.2. Collection of all exam papers in the correct order at the end of the exam and their return to the exam's office.

2.8. Candidates are responsible for:

2.8.1. Confirmation and signing of entries.

2.8.2. Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2.8.3. Following the examination regulations as laid down by JCQ within all examination rooms and during controlled assessment.

3. Qualifications offered

3.1. The qualifications offered Codsall High are decided by the Head Teacher, Deputy Head and Leads for subjects.

3.2. The qualifications offered are GCE, OCR Technical, BTEC and GCSE and other applicable general and vocational qualifications.

3.3. The subjects offered for these qualifications in any academic year may be found in Codsall High course information booklets for that year. If there has been a change of specification from the previous year, the exams office must be informed by 1st September each year.

3.4. Informing the exams office of changes to a specification is the responsibility of the teacher.

3.5. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENCo, subject teachers and Lead of Subject.

3.6. The Deputy Head must be informed before any candidate is withdrawn.

4. Exam series

4.1. External exams and assessments are scheduled in November, January, February, April and May,

4.2. The Headteacher, Deputy Head and Leads of Subject decide which exam series are used in the school.

4.3. On-demand assessments can be scheduled only in windows agreed between the exams officer and the Lead Teachers.

5. Timetable

5.1. Once confirmed, the exams officer will circulate the exam timetable for internal exams and external exams.

6. Entries, entry details and late entries

6.1. Entries for exams:

6.1.1. Candidates are selected for their exam entries by the Leads for subjects and the individual teachers.

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

6.1.3. Codsall High School does not accept entries from external candidates.

6.1.4. Entry deadlines are circulated to Leads of Subject via email and briefing

6.2. Late entries for exams:

6.2.1. Late entries for exams are authorised by Assistant Head and the Director of Operations and Finance.

6.2.2. Late entries/amendments will come out of subject budgets unless the Headteacher directs otherwise.

6.3. Retake of examinations

6.3.1. Candidates are allowed to retake exams in accordance with the regulations for that qualification and examination board.

6.3.2. Re-sit decisions will be made in consultation with candidates, teachers and the Deputy Head.

7. Exam fees

7.1. Codsall High will pay all normal examination fees on behalf of candidates.

7.2. 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.

7.3. Late entry or amendment fees are paid for by subjects

7.4. Fee reimbursements are sought from candidates who fail without good reason to complete the requirements of a public exam where the governing body originally paid/agreed to pay the fee.

7.5. Candidates must pay the fee for an enquiry about a result should Codsall High School not uphold the enquiry and the candidate insist on pursuing the enquiry.

8. The Equality Act 2010, Special Needs and Access Arrangements:

8.1. The Equality Act

8.1.1. The Disability Discrimination Act 2005 and further The Equality Act 2010 extends to all qualifications. All exam centre staff must ensure that the Access arrangements and Special Consideration regulations and guidance are consistency with the law.

8.1.2. Codsall High will meet the requirements of the Equality Act 2010 by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the SLT, the Examination Officer and the SENCo.

8.2. Special Needs:

8.2.1. A candidate's additional needs requirements are determined by the SENCo and other specialist advisers.

8.2.2. All teachers will be informed of learner's additional needs before starting on a course.

8.2.3. The SENCo will arrange for assessment of access arrangements and inform teachers of any special arrangements. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

8.3. Access arrangements:

8.3.1. Making access arrangements for candidates to take exams/controlled assessments is the responsibility of both the SENCo and exams officer. When looking at requests from parents/carers on the use of word processors, it must be made clear to them that a word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the centre. Codsall High will consider each candidate on an individual basis and would consider a candidate would benefit from the use of a word processor if they have a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly; have a medical condition; have a physical disability; have a sensory impairment; have problems planning and organising when writing by hand or they have poor handwriting.

8.3.2. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.

8.3.3. Rooming for access arrangement candidates will be arranged by the SENCo with the exams officer.

8.3.4. Invigilation and support for access arrangement candidates will be organised by the SENCo with the exams officer.

9. Contingency planning

9.1. Contingency planning for exams administration is the responsibility of the Assistant Head.

10. Estimated grades

10. 1. Leaders of subjects and teachers are responsible for submitting estimated grades to the exams office when requested by the exams officer.

11. Managing invigilators and exam days

11.1. Internal examinations:

11.1.1. Where possible Codsall High support staff will be used for the invigilation of internal exams.

11.2. External examinations:

11.2.1. Recruitment, training and management of invigilators, if deemed appropriate, is the responsibility of the Examination Officer and the Assistant Head.

11.2.2. Securing the necessary DBS clearance for new invigilators is the responsibility of the Executive Assistant.

11.2.3. Invigilators are timetabled and briefed by the Examination Officer.

11.2.4. Invigilator's rates of pay will be set by the Director of Operations and Finance.

11.2.5. In the instance of some automated tests, and in line with awarding body requirements, all new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed. Existing invigilators will be observed conducting an assessment at least once a year in line with awarding body requirements.

11.3. Exam days

11.3.1. 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 invigilators.

11.3.2. The operations team is responsible for setting up the allocated rooms. Registers will be taken as students are sat prior to the exam starting this will happen by verbally announcing the students name and ticking off a register.

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

11.3.4. In practical exams, subject staff may be on hand in case of any technical difficulties.

11.3.5. Exam papers must not be read by subject staff or removed from the exam room before the end of a session. Papers will be distributed to them at the end of the exam session once all papers have been packed ready for collection.

12. Candidates, clash candidates and special consideration

12.1. Codsall High School's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

12.2. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

12.3. Disruptive candidates are dealt with in accordance with JCQ guidelines.

12.4. 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.

12.5. The examination officer 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.

12.6. Clash candidates

12.6.1. For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exams officer.

12.7. Special consideration

12.7.1. 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.

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

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

13. Coursework and appeals against internal assessment and automated assessment

13.1. Coursework:

13.1.1. Candidates who have to prepare portfolios should do so by the end of the course or centre defined date.

13.1.2. It is the duty of the Lead of Subjects 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.

13.1.3. Marks for all internally assessed work and estimated grades are provided to the exam's office by subject teachers.

13.1.4. All internal assessment must be kept securely as candidates complete it, whilst it is being marked and after final submission until the appeals process has been completed.

13.2. Appeals against internal assessments.

13.2.1. Appeals against internal assessments must be made as outlined in the internal assessment appeals policy.

13.2.2. For evidence-based assessments, appeals must also be made as outline in the internal assessment appeals policy with the learner clearly stating their reasons for disagreement and the evidence in the portfolio which the learner believes meets the competence requirements of the knowledge and understanding and skills and techniques. The assessor and learner will meet and go through the assessment process, clearly

explaining the outcome. The assessor will confirm the outcome in writing to the learner. If learners are not satisfied with the outcome, they may appeal in writing to the internal verifier who will then meet with the learner and assessor to confirm the outcome in writing to the learner.

13.3. Appeals against automated assessment.

13.3.1. Assessments are undertaken using automated testing software which has been approved by the various awarding bodies. In the event of a learner raising a complaint, the assessment report that may be produced by the system will be fully discussed with the learner.

13.3.2. Where applicable, an action plan will be agreed and a further assessment date scheduled, unless a fixed date has already been set by the awarding body. In some circumstances and with some awarding bodies, the learner may be offered a free re-sit test, e.g. if there had been hardware problems and issues.

13.4. In summary:

13.4.1. Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark of grade awarded

13.4.2. Candidates may appeal if they feel their coursework/evidence-based assessments have been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.

13.4.3. Appeals for internal assessments should be made in writing by 1st September to the Headteacher who will decide whether the process used conformed to the necessary requirements.

13.4.4. Appeals for evidence-based assessments following meeting with their assessor and internal verifier and have exhausted all of the internal appeals procedures may then appeal in writing directly to the awarding body concerned. In the instance of some awarding bodies, this can be within 20 days of the assessment.

13.4.5. The Headteacher's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

14. Results, Review of Marking and Moderation (RoMM) and access to scripts (ATS)

14.1. Candidates will receive individual result slips on results days in person at Codsall High School or via their Edulink, or by post to their home address.

14.2. Arrangements for Codsall High School to be open on results days are made by the SLT and the examinations officer.

14.3. The provision of staff on results day is the responsibility of the SLT.

14.4. Review of Marking and Moderation (RoMM)s

14.4.1. RoMMs may be requested by staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

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

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

14.4.4 Candidates who do not agree with the decision to not support a RoMM can appeal to the Head of Centre in writing outlining their reasons for this. The Headteacher will review all appeals and where the appeal is successful, the appropriate fee will be refunded to the candidates by the school.

14.5. Access To Scripts (ATS)

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

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

14.5.3. GCSE re-marks cannot be applied for once a script has been returned.

15. Certificates

15.1. Certificates are presented in person or collected and signed for.

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

15.3. Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

15.4. The centre retains certificates for three years.

16. Secure delivery of material

16.1. Secure materials will be signed for by reception who will record their delivery in the examination's delivery log. On receipt of deliveries, the receptionist will inform the examinations officer to collect them immediately from reception. They will be temporarily locked into the store cupboard behind reception

16.2. The examinations officer will sign for them on collection from the reception store in the examinations delivery log.

16.3. The examination officer will then lock them into the secure store with the Secure log attached.

16.4. Papers will be logged out of the exam secure store, signed for by the senior invigilator on the Secure log.

16.5. Scripts will be then marked off against the attendance register and signed for on the secure log by the Senior invigilator and Examinations officer. They will be bagged up with the attendance register and put into the secure store until collection

16.6. Any mislaid packages will be reported immediately to the relevant awarding body.

17. Evacuation of the Examination room in event of an emergency

17.1. In the event of an emergency the evacuation of the examination room procedure should be followed as section 17.2. All appropriate measures should be taken to ensure that the examination and the candidates do not compromise the examination regulations as laid out in JCQ: Instructions on the Conduct of examinations Emergency evacuation procedure for examinations

17.2. Before the examination starts:

17.2.1. The invigilator of the examination in reading the instructions to candidates should identify to them the nearest evacuation point to the examination room and assembly point outside. (Tennis Courts)

17.2.2. They should also remind candidates that they should leave examination papers and answers within the room and should remain in silence throughout the evacuation.

17.2.3. In the event of an evacuation the following procedure will be followed;

17.2.4. The time of the evacuation will be noted by the Senior Invigilator and the start time and length of the examination.

17.2.5. All examination question, answer papers and materials should be left on the candidate's exam desk and NOT removed.

17.2.6. Candidates should be reminded they need to remain in SILENCE and are under examination conditions still and under NO CIRCUMSTANCES should they talk to one another or use a mobile phone. A breach of regulations could mean disqualification from their examinations.

17.2.7. Candidates should leave their belongings behind exiting by the nearest evacuation point. Candidates must NOT take their mobile phones or other electronic devices with them. This would be a breach of examination board regulations and risk disqualification from the examination

17.2.8. Registers should be taken out by the invigilator and candidates should assemble at the identified fire point (Tennis Courts). They should line up in examination paper order. E.g GCSE Biology. Candidates must be isolated from other students and remain in silence.

17.2.9. The examinations officer and a member of SLT should be alerted at the earliest stage to the situation.

17.2.10. If the building is cleared for entry then examination candidates should be given priority. The examination should be restarted once all the candidates are back and settled into the examination room. The examination should be restarted and candidates should be given the full time for the length of the examination

17.2.11. If the building is not cleared for re-entry, then candidates should be kept in silence until the scheduled end of the examination before being dismissed.

17.2.12. In either situation the Examinations officer should complete a Special Consideration form, submit examination papers and contact the relevant Awarding Body.

18. Dissemination of the Policy

This policy is available on request to parents and carers, the LA and Ofsted through the Headteacher.

19. DfE Guidance and other documentation and guidance has been used to create this document. The specific guidance documents include:

- o JCQ General Regulations for Approved Centres