

Woodbridge School EXAMINATIONS

1 Policy statement

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 School's exam processes to read, understand and implement this policy.

2 Procedure

2.1 Exam responsibilities

Headmaster

Overall responsibility for the School as an exam centre:

- Supports the Examinations Officer and ensures that he/she is properly resourced.
- Advises on appeals and re-marks.
- The Head is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*Suspected malpractice in examinations and assessments*'.

Examinations Officer

Manages the administration of public and internal exams and analysis of exam results:

- Advises the Senior Management Team, Heads of Department and other relevant staff on annual exam timetables and application procedures as set by the various exam boards.
- 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.
- Ensures that candidates and their parents/guardians are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework is 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.
- In consultation with the Head of Learning Support and educational psychologists administers 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*'.

- Identifies and manages exam timetable clashes.
- Provides details to accounts regarding 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.
- Provides information for the Director of Teaching and Learning to prepare and presents reports to the SMT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework 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 Headmaster on behalf of departments, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Director of Studies/Heads of Department

- Organise teaching and learning for specifications covered at GCSE and A level.

Heads of Department

- Guide candidates who are unsure about exam entries or amendments to entries.
- Involve themselves in post-results procedures, and are available to the Examinations Officer.
- Accurately and punctually complete coursework mark sheets and declaration sheets.
- Accurately and punctually complete entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

Teachers/Tutors

- Notify any pupils to Head of Learning Support who may require access arrangements (as soon as possible after the start of the course).
- Submit candidate names to Heads of Department.

Head of Learning Support/ESOL

- Administrate access arrangements in consultation with Examinations Officer.
- Identify and assess initial testing of candidates' requirements for access arrangements.

- Provide 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

- Collect exam papers and other material from the Exams Office before the start of the exam.
- Collect all exam papers in the correct order at the end of the exam and return to the Exams Office.

Candidates

- Confirm and sign entries.
- Understand coursework and examination regulations and sign a declaration that authenticates the coursework as their own.

Administrative staff

- Support the input of data and general administration regarding examinations.
- Supervise arrival of exam papers and collection of scripts by couriers (Parcelforce) and posting of coursework and other examination documents.

2.2 The statutory tests and qualifications offered

The statutory tests and qualifications offered at this School are decided by the Head, the Academic Board and Heads of Department.

The statutory tests and qualifications offered are GCSE, IGCSE, A level and AEs.

The subjects offered for these qualifications in any academic year may be found in the School's published GCSE and Sixth Form prospectus for that year. If there is to be a change of specification, the Exams Office must be informed at the earliest opportunity.

2.3 Exam seasons and timetables

Exam seasons

- Internal exams are scheduled in June and trial exams for GCSE in January.
- External exams are scheduled in January and June.
- GCSE trial exams are held under external exam conditions.
- Which exam series are used in the School is decided by the Head and the SMT.

Timetables

The Examinations Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

2.4 Entries, entry details, late entries and retakes

Entries

- Candidates are selected for their exam entries by the Heads of Department and the subject teachers.
- A candidate or parent/guardian can request a subject entry, change of level or withdrawal.
- The School accepts external entries from former candidates only.

Late entries

- Entry deadlines are circulated to Heads of Department via communication/notice board/pigeon-hole/e-mail as necessary.
- Late entries are authorised by Heads of Department and Examinations Officer.

Retakes

- Retake decisions will be made in consultation with the candidates, Examinations Officer and the Heads of Department.

(See also section 2.5, Exam fees)

2.5 Exam fees

GCSE initial registration and entry exam fees are paid by the candidate.

AS initial registration and entry exam fees are paid by the candidates.

A2 initial registration and entry exam fees are paid by the candidates.

Late entry or amendment fees are paid by the candidates.

Candidates 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.

Reimbursement will not be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

Retake fees for the first and any subsequent retakes are paid by the candidate.
(See also section 2.4.3, Retakes)

Candidates must pay the fee for an enquiry about a result, unless the School or department wishes to uphold a wider enquiry.
(See also section 11.2: Enquiries about results [EARs])

2.6 The Disability Discrimination Act (DDA), special needs and access arrangements

DDA

- The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All School staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

- A candidate's special needs requirements are determined by the Head of Learning Support, doctor and the educational psychologist/specialist teacher or other relevant professional.

The Head of Learning Support will inform subject teachers of candidates with special educational needs who are taking external examination courses. The Examinations Officer in consultation with the Head of Learning Support can then inform individual staff of any special arrangements that individual candidates may be granted during the course of the exam.

Access arrangements

- Organising testing for access special arrangements for candidates to take exams is the responsibility of the Head of Learning Support and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Rooms for access arrangement candidates will be arranged by the Head of Learning Support in conjunction with the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the Head of Learning Support together with the Examinations Officer.

2.7 Estimated grades

The Heads of Department will submit estimated grades to the Exams Office when requested by the Examinations Officer.

2.8 Managing invigilators and exam days

Managing invigilators

- External invigilators will be used for exam supervision. They will be used for external exams although the presence of teaching staff to identify pupils will be required.

- The recruitment of invigilators is the responsibility of the Exams Office in consultation with the Headmaster. All must be employed in line with current employment procedures.
- Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the School's Administration Department.
- CRB fees for securing such clearance are paid by the School.
- Invigilators are timetabled and briefed by the Exams Office.
- Invigilators' rates of pay are set by the School's Administration Department.

Exam days

- The Examinations 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.
- The Assistant Bursar (Admin) is responsible for arranging the setting up of the allocated rooms.
- The lead invigilator (which may be the Examinations Officer) will start all exams in accordance with JCQ guidelines.
- Subject teachers may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.
- In practical exams subject teachers must 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 Department at the end of the exam session.

2.9 Candidates, clash candidates and special consideration

Candidates

- The School'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 School accepts no liability for their loss or damage.
- Disruptive candidates and those who fail to uphold either the Warning or Notice to Candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the exam room for a genuine purpose providing it requires an immediate return to the exam room, in which case a member of staff must accompany them. Candidates will not leave before the end of their exam other than in exceptional circumstances.
- The Examination Centre 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.

Clash candidates

- The Examinations officer will be as 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 human bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the School, 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 Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

2.10 Coursework and appeals against internal assessments

Coursework

- Candidates who have to prepare portfolios should do so by the end of the course or School-defined date.
- Heads of Department will ensure all coursework is ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work are provided to the Exams Office by the Heads of Department.

Appeals against internal assessments

The School is obliged to publish a separate procedure on this subject, which is available from the Exams Office.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30 June to the Head who will decide whether the process used conforms to the necessary requirements.
- The Head's findings will be notified in writing, copied to the Examinations Officer and recorded for the awarding body's inspection.

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

Results

- Candidates will receive individual results slips on results days in person (or a delegate if written request is provided by the candidate) at the School or by post to their home addresses (candidates are asked to provide a sae).
- Arrangements for the School to be open on results days are made by the Examinations Officer.
- The provision of staff on results days is the responsibility of the Examinations Officer. Heads of Department must be readily contactable.
- The School aggregates at the end of Year 13 for AS grades, not at the end of Year 12.

EARs

- EARs may be requested by School staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- When the School does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this they will be charged unless the department concerned or School make a decision to request a wider enquiry.
- Any request must be made to the Examinations Officer three days before the awarding body deadline (this also applies to ATS).
(See section 5: Exam fees)

ATS

- After the release of results, candidates may ask subject teachers or the Examinations Officer to request a photocopied script within three days' scrutiny of the results (this service is not available for all exams). If a result is queried following this, the Examinations Officer, teaching staff and Head will investigate the feasibility of asking for a re-mark at the School's expense. The candidate can also request a re-mark at his or her own expense.
- Candidates may also request the return of original scripts. School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

2.12 Certificates

Certificates are presented in person, posted (recorded delivery) or collected and signed for.

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

Certificates are not withheld from candidates who owe fees.

The School retains certificates for candidates when they have not been received by the above methods.

Author(s):	REF
Date:	January 31 2007, 2009
Review Frequency:	2 years
Review Date:	January 31 2011
References:	NAA Exams Policy Generator
Governor Agreement	

Checked by M R Streat 10/10/09