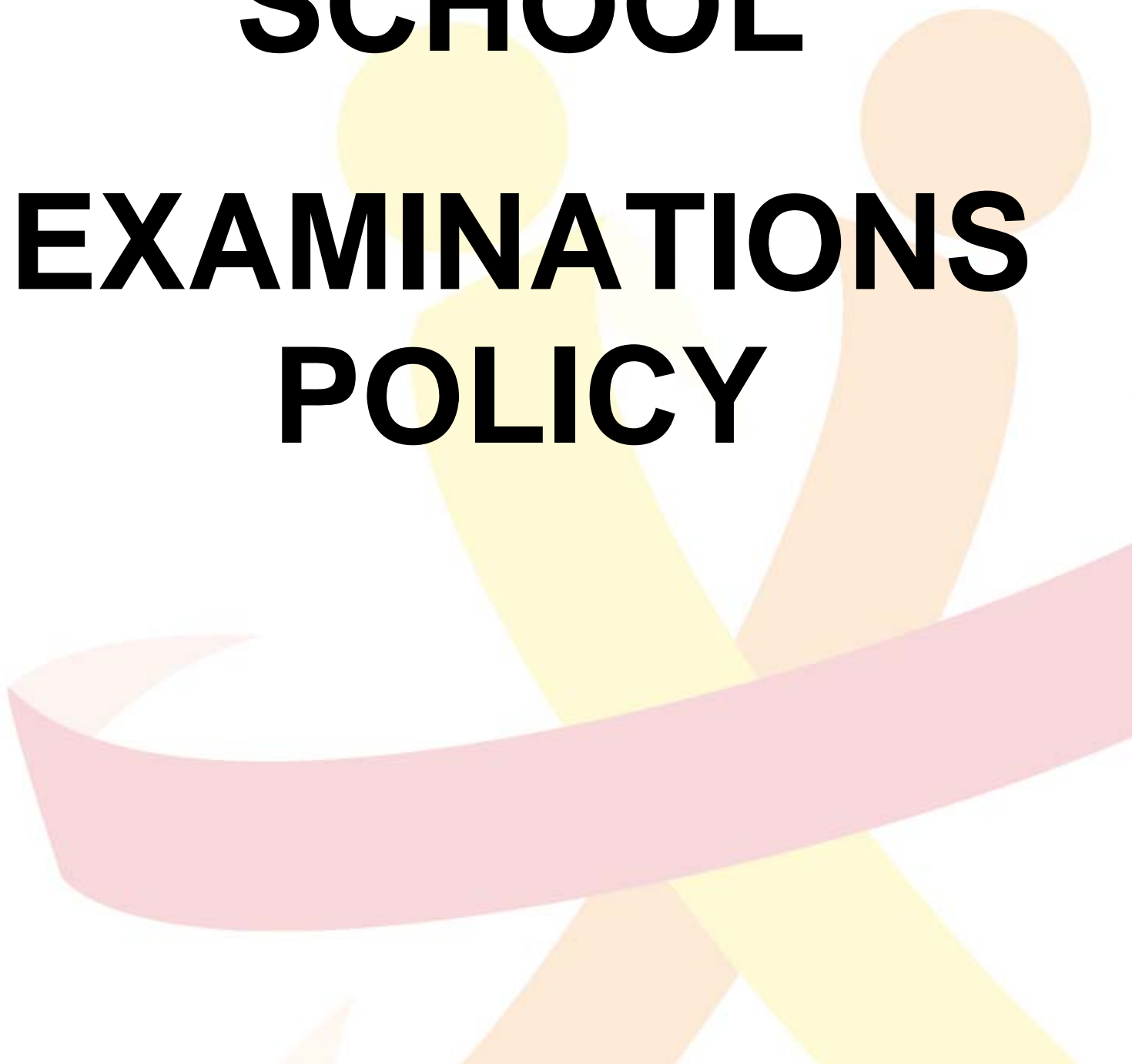


# **DARTON HIGH SCHOOL**

# **EXAMINATIONS POLICY**



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# THE EXAMS 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 Exams officer.

## Exam responsibilities

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 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
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 08/09.
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- 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 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/school/curriculum.

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 checking entries with Subject teachers and/or Curriculum Team Leader.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

## QUALIFICATIONS

### Qualifications offered

The qualifications offered at this centre are decided by the Head of centre and Senior leadership team.

The qualifications offered are Functional skills, Diploma, BTEC, ALAN GCSE, GCSE and Entry level.

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 syllabus from the previous year, the exams office must be informed by 31/08/2010.

Informing the exams office of changes to a syllabus is the responsibility of the Head of centre and Senior leadership team.

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, Head of key stage, Head of subject and Deputy Head.

## UNITISED GCSES AND THE TERMINAL ASSESSMENT RULES

### The terminal assessment rule

For all revised GCSEs introduced from September 2009 onwards, at least 40 per cent of assessment for the whole qualification must be taken in the final exam series of the course.

Terminal assessment:

- must form at least 40 per cent of the total assessment, but can form up to 100 per cent
- can be either external or controlled assessments (or both).

### Resit rules

If a resit forms part of the 40 per cent terminal assessment, it is the resit mark that will contribute to the final grade, whether it is higher or lower than the student's original mark for that unit. The diagram below looks at how scheduling assessments could affect the final mark and possible outcomes for three students taking a GCSE specification. Two units make up the overall assessment for the qualification. Unit 1 accounts for 40 per cent and Unit 2 for 60 per cent of the overall mark.

## EXAM SERIES AND TIMETABLES

### Exam seasons

Internal exams and assessments are scheduled in September, October, November, December, January, February, March, April, May, June, July and August.

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

Yes, internal exams held under external exam conditions.

The Head of centre decides which exam series are used in the centre.

On-demand tests can be scheduled only in windows agreed between the EO and the SLT is the policy for offering on-demand testing.

### Timetable

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

## ENTRIES, ENTRY DETAILS AND LATE ENTRIES

### Entries, entry details and late entries

The QCDA recommends the use of the Exam fees estimator tool and the exemplar case study Reducing late exams entries: Practical advice from your exams office colleagues.

Candidates are selected for their exam entries by the CTL's and Subject teachers.

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

The centre accepts entries from external candidates.

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

Entry deadlines are circulated to CTL's via Email, Briefing meeting and Internal Post/Pigeon hole.

Late entries are authorised by Head of centre and Senior leadership team.

as many as available through the examination board, GCSE retakes are allowed.

Retake decisions will be made in consultation with Candidates, Subject teachers, Exams officer and Heads of department.

## 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 by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

## DISABILITY DISCRIMINATION ACT

### Disability Discrimination Act

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

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre and Exams officer.

See the School's DDA policy for further information.

### Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that 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.

Making access arrangements for candidates to take exams is the responsibility of the 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 SENCo with the exams officer.

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

### **Overseas students**

Managing overseas students is the responsibility of the exams officer.

### **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**

CTL's and Subject teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## **MANAGING INVIGILATORS**

### **Managing invigilators**

Support staff and External staff are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Exams office, Centre administration and Senior leaders.

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

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 centre administration.

### **Malpractice**

The Exams office 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.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are 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 CTL's at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

## 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.

No. 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 escorts, 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 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 days of the exam.

## INTERNAL ASSESSMENTS AND APPEALS

**Internal assessment replaces the largely discontinued term coursework.**

It is the duty of CTL's 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.

### **Appeals against internal assessments**

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

#### Appeals against examination results

Heads of Departments review all marks awarded for each candidate, if they feel a re-mark of exam is necessary, this would be requested and any fees incurred would be paid for by the school.

If a candidate disagrees with the marks awarded, the first step would be to discuss the situation with the Head of Department. Copies of the script can be obtained to consider if it is appropriate for a review of the candidate's answers and marks awarded, a fee would be charged for this service.

The boards have a number of procedures in place to ensure marks are fair; it is very rare that an enquiry about a result leads to a change of grade. However, it can happen.

There are strict time limits for enquiring about results, so please speak to the Head of Department as soon as possible.

## **Controlled Assessments**

### **Control assessment**

It is the duty of CTL's to ensure that all controlled assessment is ready prepared, timetable and occur at the correct time. CTL's and Subject teachers will be responsible for keeping all assessment work securely locked away. The exams officer will assist where extra rooms are required or additional support. It is the duty of CTL's to ensure that all controlled assessment are ready for despatch at the correct time and given to the exams office.

## **RESULTS**

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

Candidates will receive individual result slips on results days, in person at the centre.

Arrangements for the centre to be open on results days are made by the Head of centre.

The provision of staff on results days is the responsibility of the Head of centre.

### **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 days' 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.

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

## CERTIFICATES

### Certificates

Certificates are Presented in person and Collected and signed for.

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 Five years.



**Mr Marc Doyle**  
Head of centre (Acting)



**Miss Lauramay Skidmore**  
Data & Exams Managerr

Date: **March 2010**

The policy is next due for review on **March 2011**.