



The Thomas Aveling School
Examination Policy
2010

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The exam 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 by the Senior Leadership Team and Exams Officer.

Exam Responsibilities

The Head Teacher has overall responsibility for the school as an Examination Centre.

The Deputy Head Teacher is responsible for the oversight of analysis of external examination results supplied by subject leaders.

The Subject Leaders are responsible for

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendment entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets, Internal assessment sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations office.

Teachers are responsible for:

- Notification of Access Arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names, examination entries and level of entry to Link Assistant Head Teacher/ Subject Leaders/Examinations Office.

The 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.

- Provision of Specialist Invigilation during Internal Examinations/Mock Examinations and External Examinations.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

The Examinations Office manages the administration of public and internal exams:

- advises the 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 Examinations Secretary, Senior Exam Invigilators and Invigilators.
- organise 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.
- arrange for results statistics to be collated and e-mailed to Leadership Team and subject leaders.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Leadership Team, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.
- maintains Diploma student information for all aspects of the course especially Work Experience, Personal Learning and Thinking Skills and Learner Study Plans.
- maintain contact with LA regarding Diploma Learners.

Lead invigilator/invigilators are responsible for:

- Collection of examination papers and other material from the exams office before the start of the exam.
- Collection of all examination papers in the correct order at the end of the exam and their return to the exams office.

GCSE Controlled Assessments

Leadership Team are accountable for the safe and secure conduct of controlled assessments. Ensuring assessments comply with JCQ guidelines and awarding bodies' subject specific instructions

At the start of the year coordination between subject leaders and the examinations office is advisable to spread controlled assessments throughout the academic year via a calendar on the VLE site.

Subject Leaders are responsible for:

- Ensuring that the terminal rule is adhered to. This information can be formulated and stored on the VLE site
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- Ensuring that individual teachers understand their responsibilities with regard to controlled assessments.

Teachers are responsible for:

- Understanding and complying with the general guidelines contained in the JCQ publication "Instructions for conducting controlled assessments"
- Supply the examinations office details of all unit codes for controlled assessments
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment (s) and ensure that materials are securely stored at all times.
- Supervise assessments at the specified level of control. Undertake the tasks required under the regulations, only permitting the assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes providing by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of this on the VLE site.
- Retain candidates' work securely between assessment sessions.
- 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.

- Liaise with the SENCO for any assistance required for the administration and management of access arrangements.

Examinations Office is responsible for:

- Enter all student information regarding controlled assessments and units onto the VLE site and keep this updated
- Enter students 'cash in ' codes for the terminal exam series
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.

The SENCO is responsible for:

- Ensuring access arrangements have been applied for
- Work with teaching staff to ensure requirements for support staff are met

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Leadership Team in consultation with Subject Leaders.

The qualifications offered are GCE, Diploma, GCSE, BTEC, OCR Nationals, Functional Skills, Entry level and ALAN.

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.

Informing the exams office of changes to a syllabus is the responsibility of the Subject Leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Parents/Carers, Subject Leaders, Link Assistant Head Teacher and Deputy Head Teacher.

Exam series and timetables

Exam Seasons

Internal exams and assessments are scheduled in December, May and June.

Year 10 & 11 Internal Examinations are held under External Exam Conditions.
Year 7 - 9 Internal Examinations are held under Controlled Exam Conditions.

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

The Subject Leaders and Leadership Team will decide which exam series are used in the centre.

On-demand tests can be scheduled only in windows agreed between the Examinations Officer and the Leadership Team.

Timetable

Once confirmed, the Examinations Office will circulate the exam timetable for Internal exams and External exams via an Examination Booklet.

This will contain JCQ Warning and Notice sheets, General information, FAQs and Individual Student Timetables.

Entries, entry details and late entries

Entries, entry details and late entries

Candidates are selected for their exam entries by the Subject Leaders.

The entries must be collated on the Examination Entry Pro Forma.

This can be found on the Staff Shared Area.

This then needs to be approved by the Linked Assistant Head Teacher before being passed to the Examinations Office.

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre accepts entries from external candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Heads of Department via email.

Late entries are authorised by Linked Assistant Head Teacher.

Sixth Form can retake English and Mathematics GCSE in order to achieve a 'C' grade.

AS and A2 retakes are allowed.

GCSE retakes for modular examinations are allowed.

Retake decisions will be made in consultation with Candidates , Linked Assistant Head Teachers, and Subject Leaders.

Exam fees

Exam fees

All Examination entry fees are paid by the Centre unless requested by an External student.

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.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are sought from candidates who decide to sit an examination 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.

Disability Discrimination Act

Disability Discrimination Act

All exam centre staff must ensure that they 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.

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 Teacher.

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 and Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCO and Examinations Office.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the Examinations Office.

Invigilation and support for access arrangement candidates will be organised by the SENCO.

Contingency planning

Contingency planning for exams administration is the responsibility of the Examinations Office.

In the case of Inclement Weather please note that ALL External Examinations WILL take place in school.

Fire Procedure planning

If the Fire Alarm sounds during any examination it is the responsibility of the Examinations Office to inform the Invigilators if an evacuation is necessary.

If an evacuation is necessary then students will be escorted to the All Weather Pitch where they will be kept in isolation until permitted to go back to their examination.

Private candidates

Managing private candidates is the responsibility of the Examinations Office.

Estimated grades

Estimated grades

The Subject Leaders are responsible for submitting estimated grades to the Examinations Office when requested by the Examinations Office.

Managing invigilators

Managing invigilators

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 Examinations Office.

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 Examinations Office.

Invigilators rates of pay are set by the Leadership Team.

Malpractice

The Examinations Office is responsible for investigating suspected malpractice in the first instance, liaising with External Invigilators in the first instance. Senior Leadership Team will then be involved.

Exam days

The Examinations Office will book all exam rooms after liaising with other users and make the question papers, other exam stationery and materials available for the invigilator.

The Administration Office will be informed of times that the Sports Hall will be in use so that External Lettings may be informed.

Site management is responsible for setting up the allocated rooms.

The lead invigilators 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.

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

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 Subject Leaders the following day.

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.

These rules can be found in the Examination Booklet which is given to each student a month before the examinations start.

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.

Candidates may 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 Examinations Office is responsible for handling late or absent candidates on exam day or subsequently.

Clash candidates

The Examinations Office will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

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 examinations office, 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 Examinations Office 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 Subject Leaders to ensure that all internal assessment is ready for despatch at the correct time. The Examinations Office will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject Leaders.

Appeals against internal assessments

The process for managing appeals against internal, Coursework and Controlled Assessments is detailed in a separate appeals policy.

The Appeals Policy can be found within the Curriculum Policy.

This can be found on the Main School Website - www.thomasaveling.co.uk

Results

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

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses (candidates to provide self addressed envelope).

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

The provision of staff on results days is the responsibility of the Examinations office.

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 Examinations Office, 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 at a Presentation Evening held in December.

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

The centre retains certificates for Five years.

Head of centre

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Exams officer

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Date

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The policy is next due for review on