



## Exam Policy

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.

This exam policy will be reviewed every year.

This exam policy will be reviewed by the head of Lower School and the exams officer.

### 1. Exam responsibilities

Academic and Pastoral Head

Overall responsibility for the school as an exam centre:

- the Academic and Pastoral Head is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams officer

- Manages the administration of public exams.
- Advises on appeals and re-marks.
- Advises the House Staff; Ballet staff; Nurse and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Oversees the production and distribution to the SMT, 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 are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework controlled assessment 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 *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- Identifies and manages exam timetable clashes
- Manages the budget for subsidiary costs relating to external exams.
- Ensures that academic staff are familiar with invigilation procedures.



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- Submits candidates' coursework marks; despatches coursework and controlled assessment portfolios; tracks despatch and stores correctly returned coursework and any other material required by the appropriate awarding bodies.
- Arranges for dissemination of exam results and certificates to candidates.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Is responsible for collection of exam papers and other material from the exams cabinet before the start of the exam.
- Collects all exam papers in the correct order at the end of the exam and packs them, ready for pick-up by Parcel Force.

### Academic and Pastoral Head

- Responsible for organisation of teaching and learning.
- Responsible for the analysis of external exam results.
- Prepares and presents reports to the Board of Governors showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

### Heads of Department

#### Responsible for:

- Offering guidance and pastoral oversight to candidates who are unsure about exam entries or amendments to entries.
- Analysis of department's results and ensuring familiarity with post-results procedures.
- Accurate completion of coursework / controlled assessment mark sheets and declaration/authentication sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

### Head of Mathematics

#### Responsible for:

- Administration of internal exams including Year 11 Mock exams.
- Administration of MidYis and reporting results to staff.

### Careers co-ordinator

#### Responsible for:

- Guidance and careers information.



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### Teachers

Responsible for:

- Notifying Exams Officer of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department.

### SENCO

Responsible for:

- Liaising with Exams Officer re Access Arrangements.
- Providing additional support to help candidates achieve their course aims.

### Dyslexia Institute Specialist

- Identifies and tests candidates' requirements for Access Arrangements.
- Provides Exams Officer with data to support Access Arrangement requests.

### EAL Teacher

- Provides additional support to foreign students to help them achieve their course aims.

### Candidates

Responsible for:

- Confirmation of entries.
- Understanding coursework /controlled assessment regulations and signing a declaration.
- Authenticating the coursework / controlled assessment as their own.

### Administrative staff

Responsible for:

- Ensuring that exam scripts are signed for by Parcel Force driver.
- Returning the signed Parcel Force form to the Exams Officer
- Liaising with drivers and site manager re transport arrangements for GCE students.



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### 2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Lower School and the Academic and Pastoral Head..

The qualifications offered are FCSE (French only); GCSE; AS and A levels; EPQ and B Tech qualification.

#### At Key Stage 3

It is expected that all candidates will be entitled, and enabled, to achieve an entry for a FCSE qualification in French from AQA.

#### At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

#### At post-16

It is expected that AS modules will be completed during year 12 and A2 modules during Year 13.

### 3. Exam seasons and timetables

#### 3.1 Exam seasons

Internal exams (year 7-10) are scheduled in June and Year 11 Mock exams in January.

External exams are scheduled in January and June.

All internal exams are held under external exam conditions.

Choice of exam series used in the centre is made by the Heads of Department.

#### 3.2 Timetables

The exams officer will circulate the exam timetables for external exams once these are confirmed.

The Head of Mathematics will circulate the exam timetables for internal exams once these are confirmed.



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### 4. Entries, entry details, late entries and resits

#### 4.1 Entries

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

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre does not accept entries from external candidates.

#### 4.2 Late entries

Entry deadlines are circulated to heads of department via email and internal post.

Late entries are authorised by exams officer.

#### 4.3 Resits

Resit decisions will be made in consultation with the candidates, subject teachers, exams officer and the heads of department.

(See also section 5: Exam fees)

### 5. Exam fees

FCSE initial registration and entry exam fees are paid by the centre.

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

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

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

EPQ and B Tech initial registration and entry exam fees are paid by the centre

Late entry or amendment fees are paid by the centre.

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.

Resit fees for first and any subsequent retakes are paid by the centre.

(See also section 4.3: Resits)

Candidates must pay the fee for an enquiry about a result, should the centre not



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uphold the enquiry and the candidate insist on pursuing the enquiry.  
(See also section 11.2: Enquiries about results [EARs])

### 6. The Disability Discrimination Act (DDA), special needs and access arrangements

#### 6.1 DDA

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

#### 6.2 Special needs

A candidate's special needs requirements are determined by the SENCO and the specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The Exams Officer will inform HoD of any special arrangements that individual candidates may be granted during the course and in the exam.

#### 6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the specialist teacher and Exams Officer.

Where necessary, rooming for access arrangement candidates will be arranged by the exams officer.

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

### 7. Estimated grades

#### Estimated grades

The Heads of Department will submit estimated grades to the exams officer when requested by the exams officer.



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### 8. Managing invigilators and exam days

#### 8.1 Managing invigilators

Academic staff are used to invigilate external exams. They will not be used to invigilate their own subject exams.

The Exams Officer will brief new members of staff on invigilation procedures.

The Exams Officer will ensure that all invigilators are familiar with the Emergency Evacuation Document prior to the start of the exam season(s).

#### 8.2 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 in good time for the beginning of the exam.

The site manager is responsible for setting up the exam rooms.

The exams Officer will provide the site manager with a detailed exam timetable.

The exams officer will start all exams in accordance with JCQ guidelines.

In practical exams subject teachers may be on hand in case of any technical difficulties. In French Listening and Music exams the subject teacher may be present throughout the exam, however there will be an invigilator in the room too.

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.

### 9. Candidates, clash candidates and special consideration

#### 9.1 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 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.



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The exams 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.

### 9.2 Exam Clashes

The exams officer will be responsible for organising supervised breaks.

### 9.3 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, the Exams Officer must be informed.

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.

## 10. Coursework / Controlled Assessment and appeals against internal assessments

### 10.1 Coursework / Controlled Assessment

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

Heads of Department will ensure all coursework / controlled assessment is ready for despatch at the correct time and the exams 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 officer by the Heads of Department.

### 10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is distributed to pupils at the beginning of Years 10; 11; 12 and 13.

The main points are:

- Appeals will only be entertained if they apply to the **process** leading to an assessment.
- Appeals should be made in writing by 31 May to the Academic and Pastoral Head who will decide whether the process used conformed to the necessary requirements
- The Academic and Pastoral Head's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.



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

#### 11.1 Results

Year 11 candidates will be informed by email of their exam results. The email will be sent via Clarion Call.

By prior arrangement Year 12 and 13 candidates will be informed by the relevant Heads of Department via email; text or phone call.

Candidates will receive individual results slips on results days by post to their home addresses (Upper School candidates to provide sae to the Academic and Pastoral Head).

The centre aggregates at the end of year 13 for AS grades, not at the end of year 12.

#### 11.2 EARs (Enquiries about results / appeals against external assessments including externally assessed controlled assessments)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold 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.

(See section 5: Exam fees)

#### 11.3 ATS

After the release of results, subject staff may request the return of priority photocopies of papers within three days' scrutiny of the results.

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

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



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### 12. Certificates

Certificates are posted (first class) to pupils who have left the school and collected and signed for by those students who continue their training at the Upper School.

Certificates may not be collected on behalf of a candidate by a third party.

The policy is next due for review on 13/10/2011  
SR 13/10/10

*This document will be revised in line with changes in best practice and legislation. These changes will be notified to all concerned. Questions or comments should be directed to the appropriate member of the Senior Management Team.*