



Croydon High School GDST Senior School Public Examination Policy

Responsibility: Examinations, Assessment and Data Officer

Last Review: November 2021

Next Review: September 2022

Purpose

The purpose of this examinations policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Centre's examination processes to read, understand, and implement this policy.

The examinations policy will be reviewed every year.

The examinations policy will be reviewed by the Examinations Officer.

Where references are made to JCQ regulations / guidelines, further details can be found at www.jcq.org.uk.

Examination Responsibilities

The Head of Centre:

- has overall responsibility for the school as an examinations centre and advises on appeals.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Examinations Officer

- manages the administration of internal examinations and external examinations.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examination timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution to all centre staff and candidates, of an annual calendar for all examinations 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 examinations timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their examinations.

- receives, checks and stores securely all examination papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements according to information provided by the SENCO and makes applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments and special consideration.
- identifies and manages examination timetable clashes.
- accounts for income and expenditures relating to all examination costs / charges.
- line manages and is responsible for the training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- ensures candidates' coursework / controlled assessment marks, as well as any other material required by the appropriate awarding bodies, are submitted correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for distribution of examination results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Department are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- accurate confirmation of entry schedules and adherence to deadlines as set by the Examinations Officer.
- accurate submission of coursework / controlled assessment grades, either via the Examinations Officer or online themselves.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or Examinations Officer.

The Special Educational Needs Coordinator (SENCO) is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- working with the Examinations Officer to provide the access arrangements required by candidates in examination rooms.

Invigilators are responsible for:

- assisting the Examinations Officer in the efficient running of examinations according to JCQ regulations.
- distribution of relevant materials/equipment before and during examinations.
- collection of all examination papers in the correct order at the end of the examination and ensuring their return to the Examinations Officer.

Candidates are responsible for:

- confirmation and checking of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all examinations according to the JCQ regulations.

Qualifications Offered

The qualifications offered are decided by the Senior Leadership Team in agreement with the Headmistress.

The types of qualifications offered are General Certificates of Education (GCE), General Certificates of Secondary Education (GCSE), International General Certificates of Secondary Education (IGCSE) as well as Level 2 certificate in Further Maths and Extended Project Qualification Level 3.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Examinations Officer must be kept informed.

Informing the Examinations Officer of changes to a specification is the responsibility of the Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Department in consultation with the relevant member of the Senior Leadership Team.

Examination Series & Timetables

External examinations are scheduled by the examination boards and held in May/June.

Internal examinations are scheduled by Miss Kermani. Year 11 and Upper Sixth mock examinations are held at the start of the Spring term and Year 7, Year 8, Year 9, Year 10 and Lower Sixth internal school examinations in the Summer term. Internal examinations are held under external examination conditions.

The Examinations Officer will be responsible for the running of the internal examinations.

Entries, entry details and late entries

Candidates or parents/carers can in agreement with the Head of Department or Senior Leadership Team request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates, unless they are ex-pupils who have recently left the school. The Centre may also allow current pupils to enter for examinations in subjects that they have been taught outside school.

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

Entry deadlines are circulated to Heads of Department by e-mail.

Heads of Department will provide entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

GCSE re-sits are allowed in agreement with the Head of Department and the Headmistress.

A level re-sits are allowed in agreement with the Head of Sixth Form and the Headmistress.

Examination Fees

The Examinations Officer will publish the deadline for action well in advance for each examination series.

External examination fees are paid by the centre in the first instance. Candidates who re-sit examinations are charged the entry fee.

Late entry or amendment fees are paid by the centre; however, they can be charged to departments if resulting from administrative errors / oversights or charged to the candidate for very late tier changes or re-sit entries past the published deadline.

Fee reimbursements are sought from candidates (under the advice of the Senior Leadership Team) if they fail to sit an external examination.

Equality Legislation

All examination centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Examinations Officer under the advisement of the Senior Leadership Team.

Access arrangements

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments / examinations.

A candidate's access requirement is determined by the SENCO in agreement with the Examination Officer.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO.

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

Should a candidate's access arrangements necessitate a separate examination room, this will be arranged by the Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer with the help of the SENCO.

Contingency Planning

Contingency planning for examinations administration is the responsibility of the Examinations Officer.

Contingency plans are available via the school intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

All candidates must be available for the JCQ Contingency Day towards the end of June each year.

Managing Invigilators

External invigilators are used for external examinations and occasionally for internal examinations especially where access arrangements require specialist invigilation such as scribing.

Recruitment of invigilators is the responsibility of the Examinations Officer; applicants for the post will be interviewed by the Examinations Officer in conjunction with the Deputy Head (Academic) who is safer recruitment trained.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the HR & Compliance Officer.

DBS fees for securing such clearance are paid by the centre.

Invigilators' rates of pay are set in accordance with the GDST Pay Policy.

Invigilators are recruited, timetabled, trained and briefed by the Examinations Officer.

Examination Days

The Examinations Officer will book all examination rooms and make the question papers, other examination stationery, and materials available for the invigilator(s).

The site management staff is responsible for setting up the allocated rooms, and will be advised of requirements at least 3 weeks in advance.

The Examinations Officer, or invigilator at the request of the Examinations Officer, will start and finish all examinations in accordance with JCQ guidelines.

School staff may be present at the start of examinations to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the examination room and what they can do.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department in accordance with JCQ's recommendations and no sooner than 24 hours after candidates have completed them.

In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines. After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Malpractice

The Head of Centre in consultation with the Examinations Officer is responsible for investigating suspected malpractice.

Candidates

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the Senior Leadership Team or Head of Year.

The Centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an examination room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examinations Officer.

Note: candidates who temporarily leave an examination room must be accompanied by an appropriate member of the examinations team at all times.

The Examinations Officer is responsible for handling late or absent candidates on examination day. Pupils arriving late to an examination within 1 hour of the JCQ Official start time will be allowed to sit the examination with the full-time allowance. Any pupils arriving very late will be allowed to sit the examination at the discretion of the Examinations Officer, however, such papers will be marked at the discretion of the examination board.

Clash Candidates

The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure, supervised venue, and arranging overnight supervision.

Special Consideration

Should a candidate be unable to attend an examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Examinations Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence (such as a doctor's certificate) within 6 days of the examination.

The Examinations Officer will make a special consideration application to the relevant awarding body within 7 days of the examination.

Internal Assessment and Appeals

It is the duty of Heads of Department to ensure that all internal assessments are ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work should be provided to the examinations office by a week prior to the Awarding body deadline. The examinations officer will inform staff of the date by which appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the Centre's Internal Appeals Procedure (IAP) document.

Internal marks will be submitted electronically and a paper copy will be produced for the Head of Department to double check. A paper record of the final marks submitted will be kept.

Results

Candidates will receive individual result sheets in the form of a centre produced document on results days,

- in person at the centre
- by email, if requested in writing, or in exceptional circumstances, e.g. if pupils are unable to come into school to collect their results.
- by post to their home address
- to a nominated person as stated by the candidate in writing.

Post Results Services

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a review or clerical check requires the written consent of the candidate.

The cost of EARs will be paid by the candidate unless agreed by the Head of Department for the cost to be covered by departmental budgets.

All decisions on whether to make an application for an EAR will be made by the candidate following advice from the SLT, Head of Department, subject staff and / or the Examinations Officer.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Examinations Officer following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask the Examinations Officer to request either a photocopy of their script, to arrive before the EAR deadline, or the return of the written examination paper after the deadline for EARs has passed.

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

The cost of ATS will be paid by the candidate unless agreed by the Head of Department for the cost to be covered by departmental budgets. Processing of requests for ATS will be the responsibility of the Examinations Officer.

Re-moderation of Coursework

A request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates. The examination board will charge a substantial fee for this service and will only re-moderate an original sample where the Centre marks have been lowered. The fee will only be waived if all the Centre's original marks are reinstated.

Certificates

Candidates will receive their certificates

- In person at the centre, a signature will be required. Or by post in exceptional circumstances where the candidate cannot collect their certificates in person.
- Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them.
- For JCQ regulated boards, we will keep certificates for 24 months before destroying them. We will keep a record of all the certificates that we destroy for at least 4 years from the date of destruction.
- For the Cambridge Assessment International Examinations board, we will keep the certificates for 12 months before sending them back to the post results team with a list of the certificates returned.

Replacement certificates will not be issued by awarding bodies. The Examinations Officer will provide a sheet giving details of how candidates may apply for confirmation of their results from the examination boards who will charge a fee.