

SEVEN KINGS SCHOOL



EXAM POLICY

Date agreed by the Governing Body/Executive Headteacher	March 2019
Date of next review	March 2022

SEVEN KINGS SCHOOL

EXAM POLICY

Contents

- 1. Exam responsibilities**
- 2. The qualifications offered**
- 3. Exam seasons and timetables**
- 4. Entries, entry details, late entries and retakes**
- 5. Exam fees**
- 6. The Equality Act 2010, special needs and access arrangements**
- 7. Estimated grades**
- 8. Managing invigilators and exam days**
- 9. Students, exam clashes and special consideration**
- 10. Coursework and appeals against internal assessments**
- 11. Results, enquiries about results (EARs) and access to scripts (ATS)**
- 12. Certificates**
- 13. Further Information for Staff**

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of students
- 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 annually.

This exam policy will be reviewed by the Examinations Officer and agreed by the SLT and Governing body.

1. Exam responsibilities

The responsibilities listed in this section are designed to ensure that the school meets its responsibilities as outlined in the JCQ publication *"General Regulations for Approved Centres 1 September 2018 to 31 August 2019"*.

Head of Centre (Executive Headteacher)

Overall responsibility for the school as an exam centre:

- The Head of Centre is responsible for ensuring that the school complies with the regulations in the JCQ publication *"General Regulations for Approved Centres 1 September 2018 to 31 August 2019"*
- The Head of Centre is responsible for ensuring that the school complies with the regulations in the JCQ publication *"General and Vocational Qualifications, Instructions for conducting examinations, 1 September 2018 to 31 August 2019"*
- The Head of Centre is responsible for ensuring that the school complies with the regulations in the JCQ publication *"Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational qualifications, 1 September 2018 to 31 August 2019"*
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ publication *"Suspected malpractice in examinations and assessments"*
- Advises on appeals and re-marks

Examinations Officer

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

- Advises the Senior Leadership Team, Learning Leaders, subject and class teachers and other relevant staff on annual exam timetables and application procedures as set by the various exam boards
- Oversee the production and distribution to staff, governors and students of an annual calendar for all exams in which students will be involved and communicates regularly with staff concerning imminent deadlines and events

- Ensure that students and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Consult with teaching staff to ensure that necessary controlled assessment or coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks, logs and stores securely all exam papers and completed scripts
- In conjunction with SENCO administers access arrangements and makes applications for special consideration
- Identifies and manages exam timetable clashes
- Organise the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Submits candidates' controlled assessment or coursework marks, tracks despatch and stores returned controlled assessment or 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

Senior Leadership Team

- Organisation of learning and teaching

Learning Leaders

- Ensure students are aware of course requirements, administering controlled assessments and liaising with Exams Officer and SLT where examination issues arise
- Guidance and pastoral oversight of students who are unsure about exam entries or amendments to entries
- Notification of access arrangements (as soon as possible after the start of the course) to SENCO and Exams Officer
- Involvement in post-results procedures
- Accurate completion of controlled assessment mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer

Form Tutors

- Distribution of exam notices and timetables to all students in their form
- To request from the Exams Officer replacement documents for students in their form and to distribute these to students

Teachers

- Notification of access arrangements (as soon as possible after the start of the course)

- Submission of student names to Learning Leaders for exam entry
- Liaising with Learning Leaders and promptly informing of any examination issues as they arise

SENCO

- Administration of access arrangements in conjunction with the Exams Officer
- Identification and testing of students' requirements for access arrangements
- Provision of additional support to help students achieve their course aims

Finance Officer

- Accounts for income and expenditures relating to all exam costs/charges

Lead Invigilator

In accordance with the regulations in the JCQ publication *“General and Vocational Qualifications, Instructions for conducting examinations, 1 September 2018 to 31 August 2019”*

- Oversee the exam room and work of the invigilators in the room
- Ensure that clocks are visible to all candidates; that the clocks are working and all tell the correct time
- Examination Notice and Warning posters are displayed in accordance with the exam instructions
- A whiteboard, visible to all candidates, is available for invigilators use
- Silence signs and notices are displayed outside the examination room
- Collection of exam papers and other material from the exams office before the start of the exam
- Checking attendance against the seating plan and advising the Exams Officer of student absence
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office

Students

- Confirmation of entries
- Understanding exam, coursework or controlled assessment regulations and signing a declaration that authenticates the work as their own

Administrative staff

- Support for the input of data
- Assist in setting up exam rooms/sessions, seating students and distributing exam papers
- Signing for and logging the delivery and safe storage (in the absence of the exams officer) of secure examination materials
- Posting of exam papers or arranging collection by 'Parcelforce'
- Assist in the distribution of exam certificates

Site Manager and Caretakers

- Signing for and logging the delivery and safe storage (in the absence of the exams officer) of secure examination materials
- Ensure that the exam rooms are prepared in accordance with instructions from the Exams Officer
- Ensure that exam rooms have working heating, lighting and adequate ventilation to ensure that the conditions are appropriate for examinations
- Ensure that exam desks and chairs are in good condition
- Exam room is cleaned daily and kept tidy

2. The qualifications offered

The qualifications offered at this centre are decided by the Senior Leadership Team.

The qualifications currently offered are GCSE, GCE (AS and A Level), PRE-U, and City & Guilds. The school will also act as a host centre for university admission tests, e.g. BMAT for students.

The subjects offered for these qualifications in any academic year may be found in the school's published prospectus for that year.

The Headteacher and Senior Leadership Team may at any time vary the list of qualifications offered.

If there has been a change of syllabus from the previous year, the Exams Officer must be informed by 30th September annually to enable estimated entries to be notified to the relevant exam board by 10th October.

All students will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body for their courses of study.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled ahead of each academic year and published in the school calendar.

All internal exams are held under external exam conditions.

External exams are taken in the Autumn and Summer exam series.

3.2 Timetables

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

4. Entries, entry details, late entries and retakes

4.1 Entries

Students are selected for their exam entries by teaching staff and confirmed by Learning Leaders (school policy is to enter all students for the examination where the student has completed the course). The Exams Officer will consider that entries received from Learning Leaders have been authorised by the SLT.

It is expected that the majority of exams will be scheduled in the Summer series at the end of the course of study for each qualification i.e. GCSE (or equivalent) in Year 11 and AS and A Level (or equivalent) in Year 13. Where it is considered to be in the student's best interest early exam entry may be authorised by the Headteacher where it can be demonstrated that the student has completed the relevant course of study – see Appendix A “SKS Early Entry Policy”

The centre does not accept entries from external (private) candidates unless they are students linked to the school e.g. parents attending a maths class.

4.2 Late entries

Entry deadlines are circulated to Learning Leaders with entry forms and are published in the school calendar or advised by email.

Deadlines will be set to allow sufficient time for entries to be identified and processed to meet exam board deadlines.

Where it is necessary to make late entries authorisation must be sought from the Headteacher. The Exams Officer will consider that late entries received from Learning Leaders have been authorised by the Headteacher.

4.3 Re-sits

Students are not routinely allowed re-sits in GCSE and GCE. Learning Leaders may seek agreement from the Headteacher for a group of students to re-take modules/exams. Re-sits will be scheduled in the first available exam season where entry is considered to be in the best interest of students.

(See also section 5: Exam fees)

5. Exam fees

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

AS and A Level initial registration and entry exam fees are paid by the school.

Pre-U initial registration and exam entry fees are paid by the school.

The school will meet the registration and entry exam fees for any other qualification agreed by the Headteacher and Senior Leadership Team.

University admission test fees (BMAT etc.) are paid by the student. The school will apply to Cambridge Assessment (or other organising body) for assistance with fees in cases of financial hardship on behalf of a student.

Late entry or amendment fees are paid by the school where the school is at fault (see note below regarding re-sits).

Students 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.

The school reserves the right to seek reimbursement from students who fail to sit an exam or meet the necessary coursework/controlled assessment requirements.

This fees reimbursement policy will be communicated in writing to students and parents/carers at the start of Key Stage 4 and post-16 courses.

Re-sit fees for first and any subsequent re-sits are paid by the student. Late fees or amendment fees incurred due to the fault of the student are paid by the student and are charged at the fee rate of the awarding body. (See also section 4.3: Re-sits)

Students must pay the awarding body published fee for an 'enquiry about a result (EARs)' following publication of results unless the school wishes to make the enquiry on behalf of students. The school will not charge an additional administration fee for EARs and will refund fees in full where the enquiry results in an improved grade. (See also section 11.2: Enquiries about results [EARs])

6. The Equality Act 2010, special needs and access arrangements

6.1 Equality Act 2010

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a student, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. All school staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. The school will conform with the guidance contained in the JCQ publication *"Access Arrangements, Reasonable Adjustments and Special Consideration, General and Vocational qualifications, 1st September 2018 to 31st August 2019"*.

Our policy regarding access to qualifications is that:

- They should be available to everyone who is capable of reaching the required standards
- They should be free from any barriers that restrict access and progression
- There should be equal opportunities for all those wishing to access the qualifications

The school will make sure that applicants have relevant information and advice about their choice of qualification to make sure it meets their needs. The school will review the student's prior qualifications and/or experience to consider whether this profile shows that they have the potential to achieve the qualification.

For students with disabilities and specific needs, this review will take account of the support available to the student during the teaching and assessment of the qualification.

6.2 Special needs

A student's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

The SENCO will inform subject teachers of students 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 may be granted during the course and in the exam.

6.3 Access arrangements

Without exception students will be entered for the examination relevant to their course of study. Appropriate arrangements will be made by the school to ensure that students are able to access the assessment required to complete the qualification for their course of study. This policy covers all students including those with short-term or temporary requirements arising after the student has been entered for assessment.

Processing access arrangements for students 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 SENCO and 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.

7. Estimated grades

Estimated grades

There is no longer a requirement for schools to provide estimated grades to the examination boards (from summer 2015).

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for external exams and internal exams in Years 9, 10, 11, 12 and 13.

The recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the school administration.

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

Invigilators are timetabled, trained yearly and briefed by the Exams Officer.

Invigilators' rates of pay are set by the Headteacher informed by the Single Status Agreement.

8.2 Exam days

The Exams Officer will agree all exam rooms in discussion with SLT and caretaking staff.

Site management is responsible for setting up the allocated rooms.

The Exams Officer will make the question papers, other exam stationery and materials available for the lead invigilator in time for the published start time of the exam session.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Senior staff may be present at the start of the exam to assist with the identification and seating of students, assist with disciplinary matters etc in accordance with the JCQ Notice to Centres "*The people present in the examination room*". A copy of this notice will be available in each exam room. Prior approval for staff to enter the exam room must be given by the Exams Officer. All non-exam staff must leave the exam room before the exam is started. Lead invigilators have the right to refuse entry to any non-approved staff and will report to the Exams Officer all instances of unauthorised access.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Spare exam papers will be distributed to Learning Leaders in accordance with the time scales contained in the JCQ publication "*General Regulations for Approved Centres*" i.e. 24 hours after the published finishing time. The Exams Officer will release spare exam papers to Learning Leaders ahead of this time provided all completed scripts have been accounted against the attendance register and packaged in readiness for despatch.

9. Students, clash students and special consideration

9.1 Students

The school's published rules on acceptable dress, behaviour and students' use of mobile phones and all electronic devices apply at all times.

Students' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.

Disruptive students are dealt with in accordance with JCQ guidelines.

For exams longer than one hour, students will not be allowed to leave the exam room until at

least one hour after the published starting time (students will generally be required to remain until the end of the exam unless the Exams Officer approves otherwise). They will not be allowed to return once they leave the exam room.

Students requiring toilet breaks must be accompanied by a member of the invigilation staff (at all times the ratio of invigilators to students must not drop below 1:30).

The Exams Officer in conjunction with centre administration will attempt to contact any student who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

9.2 Clash students

The Exams Officer will resolve all clashes ahead of exams in accordance with JCQ guidelines and be responsible as necessary for arranging supervision, identifying a secure venue and arranging overnight supervision where required.

9.3 Special consideration

Should a student be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the student's responsibility to alert the centre, or an exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam (and in any event no later than the deadline published by the awarding body), for example a letter from the student's doctor. The Exams Officer will apply for special consideration using the relevant awarding body secure web portal within seven days of the exam.

10. Coursework/Controlled Assessment and appeals against internal assessments

10.1 Coursework/Controlled Assessment

Students who have to prepare portfolios should do so by the school-defined date.

Learning Leaders are responsible for delivering controlled assessment units within their department in accordance with JCQ guidelines.

Learning Leaders will ensure all coursework/controlled assessment marks and sample work is ready for despatch by the awarding body published deadlines. The Exams Officer will keep a record of what has been sent when and to whom.

10.2 Appeals against internal assessments

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

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

- Students may appeal if they feel their coursework/controlled assessment 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 Headteacher (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Headteacher's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

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

11.1 Results

The school will at all times comply with the provisions of the Data Protection Act 2018 with respect to individual student results. Individual student results will not be disclosed to 3rd parties without the prior written consent of the student. The school will publish information regarding school performance, for example in the local press, without reference to students.

Students will receive individual results slips on results days in person at the centre / by post to their home address (students to provide sae). Students who do not collect their results slips on the pre-notified days and times and who do not arrange for results to be posted will be able to collect their results from the Exams Officer on the first school day after.

Arrangements for the school to be open on results days are made by the Exams Officer.

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

11.2 Enquiries About Results (EARs)

The school will follow the awarding body procedures for EARs. EARs may be requested by school staff or students if there are reasonable grounds for believing there has been an error in marking.

After the release of results, students may request a priority re-mark and/or copy of their exam script where a place in higher education is dependent upon the outcome. All other EARs will be processed in accordance with the awarding body guidelines.

Students may apply to have an enquiry carried out subject to the deadlines published by the awarding bodies and payment of fees. (See section 5: Exam fees)

The consent of students must be obtained for all EARs (except where the school requests a review of moderation of coursework/controlled assessment).

11.3 Access to Scripts

Students may request a non-priority copy of their exam script subject to payment of the awarding body fee. Students must complete a consent form.

Teaching staff may also request scripts for investigation or for teaching purposes. The consent of students must be obtained before requests can be processed.

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

12. Certificates

Certificates are collected and signed for.

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

Certificates are not withheld from students for any reason whatsoever.

The school retains certificates for five years after the date of issue. Certificates not collected within the five year period will be destroyed by shredding. The school is not required to keep a record of certificates destroyed after five years.

13. Information for Staff

Information and policies can be found in the Exams folder in the Staff Shared Area.

The Governing Body of Seven Kings School adopted this policy in March 2019.

Signed: Headteacher Date: XXXXXXXXXX 2019

Signed: Chair of Governors Date: XXXXXXXXXX 2019

Policy Review Date: March 2020

APPENDIX A

SKS EARLY ENTRY POLICY

INTRODUCTION

Early entry is one element of Seven Kings School's approach to ensuring all students succeed in public examinations. Early entry can play a significant role in improving the attainment of students and is firmly focused on enhancing achievement for all. Students are given additional opportunities to achieve or improve grades in Year 10 and Year 11 before the final examination period in Year 11. The motivational benefits of students experiencing success throughout their GCSE course are significant. In addition, reducing the total amount of examinations students need to sit at the end of Year 11 enables students to focus on other subjects.

This policy has been written in the light of recent publications questioning the use of early entry (*Mathematics: Made to Measure*, DfE, 2012; *Early entry to GCSE examinations*, Ofsted, 2011) and outlines Seven Kings School's approach to early examination entry.

GUIDING PRINCIPLES

Consideration of early entry for examinations should always take into account how it will optimise individual students' chances of success. Early entry will be used in a way that enables students of all abilities to achieve or exceed their minimum target grades. The minimum expectation is that students will make at least three levels of progress between KS2 and KS4 and early entry practices should make a demonstrable contribution to this being achieved or exceeded.

Students will always be allowed, and may actively be encouraged, to re-sit an examination at a later date even if good progress has already been made. Early entry will not be used in a way that encourages the 'banking' of notional pass grades (for example, a C in GCSE Mathematics) but be used as a stepping stone to promote higher achievement.

Early entry should maximise students' opportunities to succeed in any given subject. It should, therefore, enhance students' sense of enjoyment and may play a role in their choice to continue to study that subject after GCSE.

Early entry in practice

The following processes should be completed prior to entry.

- Students should be informed by the class teacher of that subject.
- Opportunities should be made available for parents/carers and students to meet a senior member of staff and the relevant Learning Leader to discuss the entry policy.
- Departments should provide a clear rationale of the selection process for early entry.

The following processes should be completed following the receipt of results.

- Results analysis will be undertaken to ensure that the outcomes of early entry are contributing strongly to raising achievement for all students.
- Choices of post-16 courses will be reviewed in light of any early entry practices at KS4 to ensure that early entry does not negatively affect students' ability to undertake further study in that subject.

Final decisions regarding early entry will be taken by the Headteacher. A decision will be taken on each student's individual circumstances, taking into account the professional judgement of staff and the availability of resources.