



# Broughton Hall Catholic High School

## Examination Policy

### Objective

To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

### Accountability of departments

1. One person should be nominated from each department to take responsibility for examination entries/withdrawals etc. - to be known as Staff i/c Examinations (SIE) ~ this is normally the Director of Learning. (Director of Learning must submit the name of their nominated member of staff to Mrs Chantler at the beginning of each academic year.)
2. Directors of Learning will receive information regarding examination syllabus codes and modules taken by each relevant year group; these details have to be agreed, signed and returned to Mrs Chantler.
3. Any changes to examination board, course or syllabus must be authorised by the Head Teacher and passed to Mrs Chantler.
4. Subject staff may be present at the start of the examination for the purpose of assisting with identification of candidates but must not advise on which questions are to be attempted. (JQC regulations)

### Entries

All candidates will be entered by the due date set by the board. It is the responsibility of the SIE to ensure that the correct and relevant examination codes and student lists are issued to Mrs Chantler.

Directors of Learning will receive entry forms for each examination, allowing them to enter students for the relevant modules.

Once entries have been processed, a summary printout will be given to the Directors of Learning to check all entry codes, students and aggregation coding if required.

These forms must be signed off and returned to Mrs Chantler by the deadline given.

Entry files will be collated once all entry sheets are signed off and files will be sent by EDI in compliance with examination board deadlines.

**These deadlines are final and amendments after these dates will incur late entry fees, which are chargeable to departments.**

### Amendments

Withdrawals /Amendments will be accepted by Mrs Chantler up to the date set by the board. Please be aware of deadlines and changes to the price of late entries or late late entries.

### Change of tier

Tier changes are free up to a set date and then incur charges, please be aware of these dates before amending your entries.

## Late fees

**Any late fees incurred through decline, late entry, withdrawal or change of tier after the given deadlines will be forwarded to the Directors of Learning for payment.**

## External exams

Mrs Chantler (Examination Officer) Miss Connolly (Director of Learning i/c Examinations) is responsible for the organisation and conduct of all external examinations.

1. Final confirmation of entry numbers and levels will be made with the SIE.
2. All examination paper packets will be checked and counted in by Mrs Chantler, locked away and filed in chronological order including "window of opportunity" examinations. A further check by Miss Connolly or Chief Invigilator.
3. All sealed examination paper packets will be checked by the SIE of each department in the presence of Mrs Chantler at least **one week** before the examination date and will be signed off by both parties.
4. All Examination paper packets must be signed in and out by Mrs Chantler, Miss Connolly or Chief Invigilator. In order to avoid potential breaches of security care must be taken to ensure the correct examination paper packets are opened. An additional member of centre staff, who can be an invigilator, must check the time, date and any other paper details before the packet is opened.
5. The SIE or other member of department will be a presence at the start of each subject examination, but must abide by JCQ rules (in accordance with appendix 8 of ICE) regarding giving out information in the examination room and approaching candidates once the exam has started. Subject staff will not be permitted into the examination room, but will act in support of confirming identities of candidates along with the Year group Progress/Support Manager. All candidates will have been provided with their room and seat number, which will be checked as candidates are escorted into the room by Mrs Chantler/Miss Connolly (in accordance with advice from section 11.1 ICE).
6. Examination papers cannot be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed by invigilators to the Directors of Learning at the end of the examination session when all candidates within the centre have completed the examination.
7. All examinations will be conducted according to the rules laid down by the examination boards / JCQ and within the start and finish times determined by the board.
8. Any misconduct or irregularity must be reported to Mrs Chantler as soon as possible. Miss Connolly / The Head Teacher will inform the examination board concerned and undertake appropriate investigation. Awarding body regulations regarding suspected misconduct can be found via Mrs Chantler or directly at <https://www.jcq.org.uk/exams-office/malpractice>
9. Students will not be allowed to leave an examination, unless their examination paper has been picked up and secured by an invigilator.
10. Invigilation Staff will collect and collate scripts at the end of each examination session and the packages will be delivered to Mrs Chantler for storage before collection by Parcel Force at the end of each day.

## Examination Clashes

Students will be advised of any clashes and will be given the opportunity to discuss the arrangements with Mrs Chantler. Students will be escorted from one examination and held over with supervision till the start of their next examination. Students should bring a packed lunch on these occasions.

On the occasion that students need to be held overnight authorisation from the awarding body will be gained and candidates will be supervised in accordance to section 2 of ICE.

## Coursework / Controlled Assessment

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It is the responsibility of each department to ensure all Coursework / Controlled Assessments are organised within the guidelines of their relevant subject specification and despatched in accordance with examination board deadlines. These details are available within departmental syllabus information, direct correspondence to the Directors of Learning from examination boards and online.

All Examination boards have publish guidance for individual subject Controlled Assessments, a general JCQ guidance booklet is available on their website or copies are available from Mrs Chantler. Access to secure documentation from e-AQA must be requested through Mrs Chantler.

### **Student Coursework / Controlled Assessment Appeals Procedure**

A procedure has now been put in place for students to appeal against centre Coursework / Controlled Assessment marks. This is a procedure all centres must have in place in compliance with Joint Council and NAA legislation. Students must be provided with a copy of the appeals procedure, which is an appendix to this document. Students will be supplied with this document in their pre-examination guidelines by the relevant Progress Manager.

### **Coursework / Controlled Assessment Misconduct**

Any misconduct or irregularity, eg plagiarism, must be reported to Mrs Chantler/ Miss Connolly as soon as possible. Miss Connolly / Head Teacher will inform the examination board concerned.

### **Despatch of examination scripts**

The school will despatch examination papers to examiners by a new traceable system. This will be agreed between the QCDA, Parcel Force and Mrs Chantler.

### **Results**

1. Results will only be available for collection on the day notified by the examination boards.
2. Subjects should check for the possibility of a re-mark/re-grade within three days of scrutiny of the results. A post results form must be submitted to Mrs Chantler / Miss Connolly as soon as possible.
3. If a result is queried then Mrs Chantler / Miss Connolly will investigate the feasibility of asking for a re-mark.
4. Students must be advised that re-marks can result in grades being lowered.
5. Re-marks requested by students are chargeable to that student.
6. Re-marks requested the Directors of Learning and agreed by the students will be chargeable to that department.

### **Special Needs**

Staff in departments will inform the SENCO of special needs pupils who are embarking on a course leading to an examination, and the date of that examination. The SENCO will then inform individual staff of any special arrangements which individual pupils can be granted during the course and in the examination. In the case of pupils with specific learning difficulties, visual impairment or certain other medical conditions, these can be any or all of the following:

- Extra time for coursework and examinations
- Rest periods
- A reader
- A scribe
- Enlargements/models
- A helper
- A prompter
- Separate room/invigilator
- Use of word processing/printing facility

The Assistant SENCO will inform Mrs Chantler of all access arrangement needs for students taking examinations at the beginning of a Key Stage.

The Assistant SENCO will also communicate these needs with the examination boards via an online system at the beginning of each key stage.

Special arrangements can also be made for pupils to take their examinations outside school e.g. phobic pupils, M.E. sufferers. In these cases invigilation and examination rules must still be adhered to. Key Stage managers, Progress Managers, Student Support Managers and SENCO / Assistant SENCO must inform Mrs Chantler of any special arrangement needs with regards to examinations to be taken out of school and liaise with her on who will be responsible for delivering examination papers and invigilate the student in question. The SENCO will inform the Cover Manager of staff requirements in these instances.

As Mrs Chantler must gain authorisation from the examination boards on these individual cases and acquire suitable accommodation for the examination to be secure, she must receive notification from the relevant member of staff as soon as possible.

The Assistant SENCO will inform Mrs Chantler of all access arrangement needs for students taking examinations at the beginning of a Key Stage. Mrs Chantler will communicate these needs with the examination boards at the beginning of a course.

A separate room and invigilator are required for anyone with a reader. It is preferable that the reader or scribe should be a person within the Learning Support Department who is familiar with and has had practice with the pupil taking the examination. It is important if, for example, the pupil and reader or scribe have worked together in similar situations such as internal tests and examinations. It is the duty of Learning Support to ensure that no unauthorised help is given to these pupils. The Senco/Assistant Senco will allocate specialist staff to support in access arrangements ie Readers and Scribes, informing Learning Support Department, Mrs Chantler and the Cover Manager.

The SENCO, in consultation with Mrs Chantler, will complete the special arrangement request forms for special needs candidates at the appropriate time and provide the necessary evidence to reach the examination boards on the stipulated dates. Boards have a timetable of dates for the ordering of modified/-enlarged papers for GCSEs and GCEs, which must be complied with.

The early opening and checking of special needs candidates' papers should be conducted in the presence of Mrs Chantler / Miss Connolly only with the permission of the examination board (in line with section 1.10 of ICE), at an agreed time and any further enlargements or modifications must be completed by the designated person in good time for the start of the examination. In cases where extra time has been granted and the examination finishes after school hours, the candidate's papers will be given to Mrs Chantler / Miss Connolly and locked away.

The necessary re-scheduling of internal and external examinations for special needs pupils will be co-ordinated with Mrs Chantler / Miss Connolly e.g. pupils who have extra time cannot fit two examinations in one day.

Candidates with visual impairments may be granted an early start to examinations to allow time for rest breaks and extra time. Such candidates will be properly supervised at all times and have no contact with other candidates taking the same examination.

Candidates with additional support through access arrangements for coursework must ensure that it is all their own work. It is the responsibility of learning support to ensure that all work is original and there is no assistance beyond what regulations permit.

## **Pre release**

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On arrival all pre-release materials must be locked in the examination storage file. These materials can only be released to departments on the date shown for release; this is normally on the front of each pack. Pre-release materials are prompted by the estimated entry for that syllabus in July of the previous year. All departments must inform Mrs Chantler of change of syllabus, as if boards are not informed no relevant information will be sent to centres.

### **Non-timetabled examinations (“Window of Opportunity”)**

Directors of Learning must liaise with Mrs Chantler / Miss Connolly in September whenever their syllabus includes non-timetabled examinations i.e. “window of opportunity”.

For instance Modern Languages hold oral examinations within a 2-3 week window in May.

**Directors of Learning must confirm in writing with Mrs Chantler their chosen dates and ensure that the correct details are added to the school examination timetable. These agreed dates will be checked with the correct examination board and signed off by Directors of Learning and Mrs Chantler.**

**Directors of Learning must inform the examination boards’ legal departments of the agreed dates in compliance with the boards’ legal requirements.**

### **Special consideration**

Special consideration is applied for on an individual basis. This is usually where illness or hospitalisation has occurred on the day of the examination and centres send a request for special consideration to be given for a candidate. Progress Managers must provide Miss Connolly with details in writing of any request that needs to be pursued. Head of Year must ensure that a medical note or hospital note is requested and given to Miss Connolly as evidence to be sent with the request.

### **Re-sits**

**All re-sits are now chargeable.** Any student wishing to re-sit a module or component of their course will be charged in accordance with examination boards fees. Students will not be entered for re-sits if fees have not been paid.

All re-sits must be submitted in a sealed envelope containing a re-sit form, which must be signed by the Directors of Learning correct cash or a cheque made payable to “Broughton Hall High School”. The envelopes must be passed Mrs Chantler by the agreed deadline date.

If Directors of Learning are entering students for re-sits, the department must then cover all costs incurred.

### **Internal examinations**

Mrs Chantler will be responsible for the overview of the organisation and invigilation for all GCSE Mocks. Each department will be responsible for producing seating plans and provide examination papers which are suitable for the time slot allocated to their subject. Departments must ensure that they are represented at the start of each examination and collect papers from invigilators at the end of the examination.

### **Invigilation**

Conduct of invigilators

1. Part time Invigilation staff are employed by school after a short interview and an enhanced DRS check. Invigilators attend a brief training session to cover the rules and regulations set out by JCQ in their ‘Instructions for conducting Examinations’ (ICE booklet). These training sessions are revisited each year at the beginning of the Summer season to cover any amendments as instructed by JCQ.
2. Mrs Chantler will ensure that each examination session will have a designated invigilator in charge, whose role will be to deploy invigilators and oversee conduct

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of each. A timetable will be distributed to each invigilator outlining their particular session for any given series.

3. Invigilators will check attendance according to seating plan.
4. Invigilators must not take any work into the examination room and give full attention to the conduct of the examination.
5. Invigilators must insure that their personal mobile phones are switched off.
6. Communication between invigilators must only be relevant to the conduct of the examination.

S. Clarke  
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**Head Teacher**

D. Chantler  
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**Examination Officer**