



**NESTON**  
HIGH SCHOOL

## Examinations Policy

Policy owners/leads:	HWA/CTA
Notes:	
Statutory:	Yes
Website:	Yes
Review period:	1 Year

Date	Action	Comments / Follow Up
Sept 2022	Policy reviewed	Next review: Summer 2023



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# 1. Introduction Policy

- 1.1 The purpose of this examinations policy is to ensure:
  - 1.1.1 the planning, administration and management of examinations and external assessments is conducted efficiently and in the best interests of candidates.
  - 1.1.2 All examinations and external assessment processes are conducted in line with the national and examining body regulations.
  - 1.1.3 All those involved in all aspects of examinations and external assessment processes are familiar with their roles and responsibilities.
- 1.2 It is the responsibility of everyone involved in the centre's exam processes to read, understand, and implement this policy.
- 1.3 Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

# 2. Examination Responsibilities

## 2.1 The head of centre:

Responsible for the effective provision of all internal and external assessments:

- 2.1.1 Ensure that all examinations and external assessment processes are conducted in accordance with national and awarding body regulations.
- 2.1.2 Ensure that all of the school's students are provided with the opportunity to undertake all external assessments in an organised, well controlled and supportive environment, enabling them to achieve their potential.
- 2.1.3 Ensure that students, parents, teachers and all relevant parties are aware of key dates and details regarding all course entries and external examinations.
- 2.1.4 Oversee all results analysis:
  - 2.1.4.1 direct and advise on all departmental examinations analysis reports.
  - 2.1.4.2 produce detailed analyses of the school's results for all key national measures.
  - 2.1.4.3 identify the performance of students from all relevant sub-groups and summarise all departmental reports.
  - 2.1.4.4 Oversee the dissemination, publication and celebration of results.

## 2.2 Examinations Officer

Manage the administration of public and internal examinations, coursework and controlled assessments:

- 2.2.1 Manage examination administration.
- 2.2.2 Maintain systems and processes to support the timely entry of students for their examinations.
- 2.2.3 Submit students' coursework and controlled assessment marks.
- 2.2.4 Dispatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- 2.2.5 Arrange for dissemination of examination results, any appeals/re-mark requests and certification.



- 2.2.6 Prepare and present reports to the Senior Leadership Team (SLT) and Heads of Departments (HODs) showing results achieved in relation to expected grades and comparable data for previous years.
- 2.2.7 Oversee the efficient conduct of all examinations in the school.
- 2.2.8 Advise the SLT, HODs, teachers, parents/carers, students and all relevant parties on annual examination timetables and application procedures as set by the various awarding bodies.
- 2.2.9 Produce the relevant timetables.
- 2.2.10 Provide information for the school website.
- 2.2.11 Consult with HODs to ensure that necessary coursework and controlled assessments are completed on time and in accordance with Joint Council for Qualifications (JCQ) guidelines.
- 2.2.12 Provide and confirm data on estimated entries.
- 2.2.13 Advise SLT on suspicious or actual incidents of malpractice (refer to the JCQ document "Suspected Malpractice in Examinations and Assessments").
- 2.2.14 Receive, check and store securely all examination papers and completed scripts including Science ISA's and controlled assessments (where necessary).
- 2.2.15 Arrange locations for all examinations, both internal and external - inform SLT, staff and hirers of spaces of room usage, identifying and managing examination timetable clashes.
- 2.2.16 Make applications for students with special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance.
- 2.2.17 Provide additional support for students with access arrangements.
- 2.2.18 Provide training for any staff providing access arrangements for students.
- 2.2.19 Manage examination budget.
- 2.2.20 Account for expenditures relating to all examination costs/charges including processing examination fee payments relating to re-sits and examination fees from external candidates.
- 2.2.21 Create and manage Examination Board online accounts.
- 2.2.22 Line manages the senior examination invigilators and organise the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- 2.2.23 Submit an annual report analysing examination procedures and reviewing the process for the following year.

### 2.3 Heads of Department

To ensure that all relevant students for whom they are responsible are given the best opportunity possible to achieve in the relevant subject:

- 2.3.1 Liaise with the Examinations Manager and inform them of any new qualifications being considered or offered.
- 2.3.2 Ensure that they and their department are familiar with the relevant assessment frameworks and objectives for all relevant examinations.
- 2.3.3 Ensure that all relevant students are best prepared for external assessments through:
  - 2.3.3.1 Long- and medium-term planning.
  - 2.3.3.2 Regular monitoring and formative assessment.
  - 2.3.3.3 Practice and intervention strategies.



- 2.3.4 Ensure that all examination entries and coursework/ controlled assessment procedures are administered in a timely and efficient manner through:
  - 2.3.4.1 Accurate completion of coursework mark sheets and declaration sheets.
  - 2.3.4.2 Accurate and timely completion of entry forms and all other mark sheets.
  - 2.3.4.3 Adherence to deadlines as set by the Examinations Manager.
- 2.3.5 Ensure that their relevant examinations run as smoothly and effectively as possible:
  - 2.3.5.1 Provide 'hot lessons' or timely revision sessions prior to all external examinations, wherever possible.
  - 2.3.5.2 Ensure that they or a representative of their department are present at the start of every formal examination in their subject, to ensure that students and invigilators are clear on the examination contents.
- 2.3.6 Analyse their subject's examination performance data and review practice in light of this analysis, considering:
  - 2.3.6.1 Performance against Fischer Family Trust (FFT) predictions and prior attainment data.
  - 2.3.6.2 Performance by teaching group.
  - 2.3.6.3 Performance by sub-groups including gender, ethnicity, FSM and SEN data.

## **2.4 Teachers**

- 2.4.1 Submission of students' names for entries, amendments, forecast grades, coursework and controlled assessment to HODs.
- 2.4.2 Maintain accurate records of students' progress, enabling accurate predictions of results.
- 2.4.3 Identify students who are at risk of underperforming, compared to their FFT or predicted grade.
- 2.4.4 Notify head of department and Examinations Manager of students who may potentially require access arrangements (as soon as possible after the start of the course).

## **2.5 SENDCO**

- 2.5.1 Test and identify students' requirements for access arrangements and maintain accurate records of all students entitled to access arrangements.
- 2.5.2 Update the registers with details of students entitled to access arrangements.
- 2.5.3 Notify Examinations Manager and HODs of relevant details.
- 2.5.4 Arrange support for those students entitled to access arrangements in examinations and communicate directly with the Examinations Manager to confirm these arrangements.

## **2.6 Lead invigilator/invigilators**

- 2.6.1 Collection of examination papers and other material from the Examinations Office before the start of the examination.
- 2.6.2 Oversee examinations, in line with national and examination body regulations.
- 2.6.3 Take an accurate register of all students sitting examinations.
- 2.6.4 Collect all examination papers in the correct order at the end of the examination and ensure their return to the Examinations Office.

## **2.7 Students**

- 2.7.1 Confirm accuracy and check entries.

- 2.7.2 Understand coursework and controlled assessment regulations and sign a declaration that authenticates the work as their own.
- 2.7.3 Read, understand, and comply with all examination regulations, following instructions from the Examinations team including the Examinations Manager, Invigilators and Access Arrangement providers

### 3. Special Needs and Access Arrangements

- 3.1 The Equality Act (2010) and Disability Discrimination Act (2005) All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

#### 3.2 Special needs

- 3.2.1 A candidate's special needs requirements are determined by the specialist teacher, designated by the SENCO.

#### 3.3 Access arrangements

- 3.3.1 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the designated Learning Support Assessor.
- 3.3.2 Locations for access arrangement candidates will be arranged by the Examinations' Manager, in conjunction with the designated Learning Support Assessor.
- 3.3.3 Invigilation for access arrangement candidates will be organised by the Examinations Manager.

### 4. Entries, Entry Details and Late Entries

#### 4.1 Entries

- 4.1.1 HODs and subject teachers select students for examination entries.
- 4.1.2 Students or parents/carers can request a subject entry, change of tier or withdrawal.
- 4.1.3 Entry deadlines are circulated to HODs via email.
- 4.1.4 Late entries need to be authorised by the Deputy Head responsible for examinations.

#### 4.2 Examination fees

- 4.2.1 The school will pay all normal examination fees on behalf of students.
- 4.2.2 Late entry or amendment fees are paid by the school, individual departments or students/parents/carers, according to who is responsible for the late action.
- 4.2.3 Normally, students' families will be responsible for the payment of re-sit entries, but in some cases the school, at the Headteacher's discretion, will cover these entries as well; for example, where the school has entered students into an examination early as part of a fast-track programme.
- 4.2.4 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.

## 5. Regulations, Clash Students and Special Consideration

### 5.1 Regulations

- 5.1.1 The school's published rules on acceptable dress, behaviour and students' use of mobile phones and all electronic devices apply at all times.
- 5.1.2 Students' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.
- 5.1.3 Disruptive students are dealt with in accordance with JCQ guidelines. Students may temporarily leave the examination room for a genuine purpose, in which case a member of staff must accompany them.
- 5.1.4 The examinations team and/or sixth form administrators (in the case of Key Stage 5 students) will attempt to contact any student who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### 5.2 Clash Students

- 5.2.1 The Examinations Manager will be responsible, as necessary, for supervising escorts, identifying a secure venue and arranging overnight stays (if necessary) for any student who faces an examination clash on their timetable.

### 5.3 Special consideration

- 5.3.1 Should a student be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the student/ parent/ carer's responsibility to alert the school, the Examinations Office, or the examination invigilator, to that effect.
- 5.3.2 The student must support any special consideration claim with appropriate evidence within three days of the examination; for example, a letter from the student's doctor.
- 5.3.3 The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.
- 5.3.4 If an unforeseen event affects the running of an exam – for example a prolonged fire alarm or unexpected interruption – this instance should be reported to the Assistant Head overseeing Examinations. It is the responsibility of the Examinations Officer to apply for special consideration to the relevant exam board, in such an eventuality.

## 6. Malpractice

Malpractice is considered:

- 6.1.1 Exam entries are created for students who had not studied the course of entry or had not intended to enter for June 2023.
- 6.1.2 Grades created for students who have not been taught sufficient content to provide the basis for that grade.
- 6.1.3 A teacher deliberately and inappropriately disregarding the centre's published policy when determining grades.
- 6.1.4 A teacher fabricating evidence of candidate performance to support an inflated grade.
- 6.1.5 A teacher deliberately providing inappropriate levels of support before or during an assessment, including deliberate disclosure of mark schemes and assessment materials, to support an inflated grade.



- 6.1.6 A teacher intentionally submitting inflated grades.
- 6.1.7 A failure to retain evidence used in the determination of grades in accordance with the JCQ Grading guidance.
- 6.1.8 A systemic failure to follow the centre's policy in relation to the application of Access Arrangements or Special Consideration arrangements for students in relation to assessments used to determine grades.
- 6.1.9 A failure to take reasonable steps to authenticate student work.
- 6.1.10 A failure to appropriately manage Conflicts of Interest (COIs) within a centre.
- 6.1.11 A Head of Centre's failure to submit the required declaration when submitting their grades.
- 6.1.12 Grades being released to students (or their parents/carers) before the issue of results (variations to this requirement exist in Wales3).

## 7. Controlled Assessments, Coursework and Appeals against Internal Assessments

### 7.1 Controlled assessments

- 7.1.1 Controlled assessments are the responsibility of HODs:
- 7.1.2 All controlled assessments should be run in line with the relevant awarding body's regulations.
- 7.1.3 The Assistant Head responsible for examinations and Examinations Officer should be informed of the running of all controlled assessments at least two weeks prior to their commencement; this information should be published in the staff bulletin and weekly newsletter.
- 7.1.4 HODs will ensure that the Examinations Officer and the SENCO are informed of all students requiring special consideration or access arrangements for their controlled assessments at least two weeks prior to their commencement.
- 7.1.5 HODs will complete and pass relevant mark sheets and samples to the Examinations
- 7.1.6 Manager.
- 7.1.7 The Examinations Office will dispatch mark sheets, controlled assessment samples and keep a record of what has been sent, when and to whom.
- 7.1.8 HODs provide the Examinations Office with marks for all internally assessed work and estimated grades

### 7.2 Coursework

- 7.2.1 The completion of coursework is the responsibility of HODs:
- 7.2.2 All coursework should be completed in line with the relevant awarding body's regulations.
- 7.2.3 Students should submit coursework before the deadlines provided by HODs.
- 7.2.4 HODs will complete and pass relevant mark sheets and samples to the Examinations
- 7.2.5 Manager.
- 7.2.6 The Examinations Office will dispatch mark sheets, coursework samples and keep a record of what has been sent, when and to whom.

### 7.3 Appeals against internal assessments

- 7.3.1 The school is obliged to publish a separate procedure on this subject, which is available from the Examinations Office. The main points are:



- 7.3.2 Appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- 7.3.3 Students may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- 7.3.4 Appeals should be made in writing by 30 June to the Head (or other nominee) who will decide whether the process used conformed to the necessary requirements
- 7.3.5 The Head's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

## 8. Results, Enquiries about Results (EARs) and Access to Script (ATS)

### 8.1 Results

- 8.1.1 Students will receive individual results slips on results days either in person at the centre or by post to their home addresses (students are to provide stamped addressed envelope if this is required).
- 8.1.2 The Examinations Officer makes arrangements for the school to be open on results days.
- 8.1.3 The provision of staff on results days is the responsibility of the Examinations Officer.

### 8.2 EARs

- 8.2.1 EARs may be requested by school staff or students if there are reasonable grounds for believing there has been an error in marking.
- 8.2.2 If a result is queried, the Examinations Officer, teaching staff and Assistant Head responsible for examinations will investigate the feasibility of asking for a re-mark at the school's expense.
- 8.2.3 When the centre does not uphold an EAR, a student may apply to have an enquiry carried out.
- 8.2.4 If a student requires this against the advice of subject staff, they will be charged.
- 8.2.5 The consent of students must be obtained for all EARs, clearly explaining that there is a risk that results can go down.

### 8.3 ATS

- 8.3.1 After the release of results, students may ask subject staff to request the return of papers within three days' scrutiny of the results.
- 8.3.2 School staff may also request scripts for investigation or for teaching purposes. The consent of students must be obtained.
- 8.3.3 Re-marks cannot be applied for once a script has been returned.
- 8.3.4 GCE re-marks can be applied for once a photocopied script only has been returned, but cannot be applied for once the original script has been returned. (Photocopy scripts are available for GCEs only within one week of result publication date).

## 9. Certificates

- 9.1 Certificates are presented in person.
- 9.2 Certificates may be collected on behalf of a student by a third party, provided they have written authority to do so and photographic identification.
- 9.3 Replacement Certificated Statements of Results are only issued if a student agrees to pay the costs incurred.

## 10. Policy Review

10.1 This policy will be reviewed every 12 Months.

