



CARDINAL NEWMAN
CATHOLIC SCHOOL

2018/19

*Date of next review:
September 2019*

Examinations Policy

EXAMINATIONS POLICY

Cardinal Newman Catholic School and Newman College, Hove
Centre Number: 56810

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The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams 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.

The exams policy will be reviewed every year. The next review date is September 2016. The exams policy will be reviewed by the Headteacher (Head of Centre), the KS5 Raising Standards Leader with Line Management responsibilities and the Examinations Officers. Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The Head of Centre (Headteacher) and Examinations SLT Line Manager (KS5 Raising Standards Leader):

- have overall responsibility for the school/college as an exams centre and advise on appeals and re-marks
- are responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*

Examinations Officers¹:

- manage the administration of both external and internal examinations
- advise the senior leadership team, subject and class teachers, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies

- oversee the production and distribution, to all centre 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
- ensure that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them
- check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- provide and confirm detailed data on estimated entries
- maintain systems and processes to support the timely entry of candidates for their exams
- receive, check and store securely all exam papers and completed scripts and ensure that scripts are dispatched as per the guidelines
- administer access arrangements and make applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*
- identify and manage exam timetable clashes
- account for income and expenditures relating to all exam costs/charges
- line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- ensure candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- track, dispatch, and store returned coursework/controlled assessments
- arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests

Subject Leaders and Key Stage 4 and 5 Curriculum Leaders are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officers
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets
- decisions on post-results procedures

¹ This is whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

Subject Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Subject Leader and/or Examinations Officers

The SENCO and the Learning Support Department are responsible for:

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

Lead invigilator/invigilators are responsible for:

- assisting the Examinations Officers in the efficient running of exams according to JCQ regulations
- collecting exam papers and other material from the Exams Office before the start of the exam
- collecting all exam papers in the correct order at the end of the exam and ensuring their return to the Exams Office

Candidates are responsible for:

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

Qualifications Offered

The qualifications offered at this centre are decided by the Subject Leaders in consultation with the Senior Leadership Team (i.e. Deputy Headteacher i/c Curriculum).

The types of qualifications offered are Level 1, Level 2 and Level 3, as well as specific examinations and tests (e.g. Oxford Entrance Tests, UK Maths Challenge). These cover a variety of qualification types including GCSE's, GCE's and BTEC.

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 Exams Office must be informed by the September of the previous year before the start of teaching, where this is possible and specifications have been approved.

Informing the Exams Office of changes to a specification is the responsibility of the Subject Leader in consultation with their SLT Line Manager.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Senior Leadership Team and the Pastoral Leader in consultation with the candidate and their parents/carers.

Exam Series

GCSE Internal exams (mock or trial exams) and assessments are scheduled in December. These are timetabled by the September in advance and the timetable can be found on the

school website. Other mock examinations for the Sixth Form take place during January and February and are administered by the Subject Leaders and class teachers.

External exams and assessments are scheduled in the November, January and May/June (summer) series.

Internal exams are held under external exam conditions.

The Head of Centre and the KS5 Raising Standards Leader decide which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed by the Head of Centre and the appropriate Subject Leaders.

Examination Timetables

Once confirmed, the Examinations Officers will circulate the exam timetables for both internal and external examinations well in advance at a specified date before each series begins. All the relevant timetables are located on the school website and on the school communications system: Firefly.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal. This will be considered and acted on by the Examinations Officers after consultation with the appropriate members of staff.

The centre does not accept entries from private candidates, unless they have previously been on roll at the school or college.

The centre does not act an exams centre for other organisations other than in emergency situations.

Entry deadlines are circulated to Subject Leaders/Curriculum Leaders via email/Firefly, noticeboard, briefing meetings, internal post/pigeon holes.

Subject and Curriculum Leaders will provide estimated entry information to the Examinations Officers to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the relevant Subject Leader.

GCSE re-sits/retakes are allowed.

AS and A level re-sits/retakes are allowed.

Re-sit decisions will be made by candidates and parent/carers in consultation with the appropriate Subject Leader and Examinations Officers.

Examination Fees

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.

The Examinations Officers will publish the deadline for actions well in advance for each exams series.

Late entry or amendment fees are paid by the centre, department/schools, and candidates depending upon the circumstances.

Fee reimbursements are sought from candidates:

- If they fail to sit an exam
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances
- Re-sit fees are paid by the centre, department/schools and/or candidates

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation. There is an Equality and Disability Act (2010) and the Access and Disability Policy.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Headteacher and the KS5 Raising Standards Leader with Line Management Responsibility for Examinations.

Access arrangements

The SENCO and Learning Support Team 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/exams.

A candidate's access arrangements requirement is determined by the SENCO, in collaboration with the Examinations Officers, following testing.

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officers.

Rooming for access arrangement candidates will be arranged by the Examinations Officers.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officers.

Contingency planning (see separate policy)

Contingency planning for exams administration is the responsibility of the Headteacher (Head of Centre) and the KS5 Raising Standards Leader with Line Management responsibility for Examinations.

Contingency plans are available via email/Firefly, noticeboard, briefing meetings, internal post/pigeon holes, and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Private candidates

Managing private candidates is the responsibility of the Examinations Officers. Private candidates are former students who wish to resit an exam within a year of leaving.

Managing Invigilators

External non-teaching staff are used to invigilate examinations. These invigilators will be used for both internal and external examinations. They are inducted by the school and all meet the required employment checks.

Recruitment of invigilators is the responsibility of the Examinations Officers in collaboration with the Human Resources Manager.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Human Resources Manager.

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

Invigilators' rates of pay are set by the school and in accordance with local and national pay conditions.

Invigilators are recruited, timetabled, trained and briefed by the Examinations Officers and the Human Resources Manager.

Malpractice (see separate policies)

The Head of Centre in consultation with the KS5 Raising Standards Leader with Line Management responsibility for Examinations is responsible for investigating suspected malpractice.

Examinations Days

The Examinations Officers will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

The Premises Team is responsible for setting up the allocated rooms, and will be advised of requirements at least two months in advance by email.

The invigilators, as directed by the Examinations Officers, will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam 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 exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 Subject Leaders in accordance with JCQ's recommendations and no later than twenty four hours after candidates have completed them.

After an exam, the Examinations Officers will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Premises Team and the Reception staff.

Candidates

The Examinations Officers will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Examinations Officers and KS5 Raising Standards Leader.

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 exam 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 exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Head of Centre.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Examinations Officers and KS5 Raising Standards Leader are responsible for handling late or absent candidates on exam day.

Clash candidates

The Examinations Officers in collaboration with the KS5 Raising Standards Leader will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special Consideration

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

The candidate must support any special consideration claim with appropriate evidence within two days of the exam.

The Examinations Officers will make a special consideration application to the relevant awarding body within five days of the exam.

Internal Assessment (see separate policy)

It is the duty of Subject and Curriculum Leaders to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officers 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 are provided to the Exams Office by the Subject and Curriculum Leaders. The Examinations Officers will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Examination Results

Candidates will receive individual results slips on results days:

- in person at the centre
- posted (first class)
- emailed to school email account and Sims InTouch parent/carer contact
- collected and signed for

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Head of Centre and the KS5 Raising Standards Leader in accordance with the Premises Team.

The provision of the necessary staff on results days is the responsibility of the Head of Centre and the KS5 Raising Standards Leader.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the either the centre or the candidate.

All decisions on whether to make an application for an EAR will be made by the candidate, then Subject Leader and the Exams Office.

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 Officers, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers three days in advance of the official Awarding Body/JCQ deadline.

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

An EAR cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of the Examinations Officers.

Certificates

Candidates will receive their certificates:

- in person at the centre
- by post
- collected and signed for

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 that confirms who they are.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued on headed notepaper if a candidate agrees to pay the costs incurred.