OXTED SCHOOL
EXAMINATIONS POLICY

Purpose:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff

Date created:       June 2015       Governors Committee Responsible: Local Governing Body
Created/implemented: June 2015       Senior Manager Contact: Deputy Headteacher
Review period:      Every 2 years
Last reviewed:      July 2018         Next due for review: July 2020

It is the responsibility of everyone involved in the centre’s exam processes to read, understand and implement this policy.

1. Exam responsibilities

Head of centre

Overall responsibility for the school/college as an exam centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document ‘Suspected malpractice in examinations and assessments’.

Exams office manager / exams officer:

- manages the administration of public and internal exams
- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
• oversees the production and distribution to staff, governors 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
• ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
• consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
• provides and confirms detailed data on estimated entries (CIE only)
• receives, checks and stores securely all exam papers and completed scripts
• administers access arrangements and makes applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations
• identifies and manages exam timetable clashes
• accounts for income and expenditures relating to all exam costs/charges
• line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams and ensuring that safeguarding training is undertaken
• submits candidates’ coursework marks, tracks despatch and stores returned 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.

Deputy Head

• Line manages the Exams Officer
• Ensures the exams administration is following JCQ guidelines
• Ensures the exams administration is cost effective
• Ensures the exams administration is run efficiently with minimum disruption to the rest of the school
• Has responsibility for the exams budget

Heads of department/Faculty

• Ensure controlled assessments, coursework. NEA’s, portfolio marks are shared with the students prior to submission to the exam board and sufficient amount of time is given for students to query the process by which the marks have been assessed
• Accurate completion of controlled assessment, coursework, NEA mark sheets and declaration sheets
• Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
• Involvement in post-results procedures (this includes the requirement that a subject lead or a delegated member of staff are available for contact on the day of results)

Head of careers

• Guidance and careers information.

Teachers
• Notification of access arrangements (as soon as possible after the start of the course).
• Submission of candidate names to heads of department / faculty.
• Production of evidence in support of access arrangements.

SENCO/Qualified Assessor

• Administration of access arrangements.
• Identification and testing of candidates’ requirements for access arrangements.
• Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
• Liaising with the Exams Team with respect to students requiring training on the computer read/write software.

Lead invigilator/invigilators

• Collection of exam papers and other material from the exams office before the start of the exam.
• Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
• Adherence to JCQ regulations regarding invigilation of exam and reporting any incident which may breech them.

Candidates

• Confirmation and signing of entries.
• Understanding controlled assessment/coursework /NEA/portfolio regulations and signing a declaration that authenticates the coursework as their own.
• Adherence to the protocols for conduct during examinations

Administrative staff

• Support for the input of data.
• Posting of exam papers.
• Distribution of Certificates.
• Recording all ad-hoc payments.

2. The qualifications offered

Qualifications offered at this centre are decided by the deputy head of curriculum and the heads of faculty/department.

The qualifications offered are BTECs, GCSEs and A levels. A small number of more specific vocational or foundation qualifications may be offered to students who are educated by alternative providers. These courses are provided based on a student’s individual need and only with the approval of the deputy head of curriculum.

The subjects offered for qualifications in any academic year may be found in the centre’s published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by the first week in September.
At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. Decisions on whether candidates should not take an individual subject will be taken in consultation with the deputy head of curriculum year, head of year, head of faculty/department and (when applicable) the SENCO.

At post-16

The vast majority of KS5 students will only take Linear A Levels. However, a small minority may take an AS level in the following circumstances:

- When a student finishes the course at the end of Y12
- When a student enrols for an AS course at the start of Y13 as, as they are only taking 2 A level subjects

Decisions on whether candidates should not take an individual subject will be taken in consultation with the deputy head of curriculum year, head of year, and head of faculty/department.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled:

<table>
<thead>
<tr>
<th>Year</th>
<th>Exam Type</th>
<th>Week</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr 7</td>
<td>MIDYIS tests</td>
<td>w/c</td>
<td>24 September 2018</td>
</tr>
<tr>
<td>Yr 11</td>
<td>Winter mocks</td>
<td>w/c</td>
<td>19 November 2018</td>
</tr>
<tr>
<td>Yr 13</td>
<td>GCE mocks</td>
<td>w/c</td>
<td>7 January 2019</td>
</tr>
<tr>
<td>Yr 10</td>
<td>GCSE English mock</td>
<td>w/c</td>
<td>28 January 2019</td>
</tr>
<tr>
<td>Yr 11</td>
<td>En, Ma &amp; Sc additional mock</td>
<td>w/c</td>
<td>18 March 2019</td>
</tr>
<tr>
<td>Yr 12</td>
<td>mock</td>
<td>w/c</td>
<td>24 June 2019</td>
</tr>
</tbody>
</table>

External exams are scheduled in June and on demand for BTEC on-screen.

All internal exams specified above are held under external exam conditions.

Which exam series are used in the centre is decided by the deputy head of curriculum and the heads of faculty/department

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

Candidates are selected for their exam entries by the heads of year, heads of faculty/department.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre does not accept entries from external candidates. The exception to this is for ex-A level students

4.2 Late entries

Entry deadlines are circulated to heads of faculty/department via post and email.

Late entries are authorised by heads of year and heads of department/faculty

4.3 Retakes

Candidates are not allowed to retake any subject in A2 as a yr 14, unless it has been approved by the deputy head of the curriculum.

Retake decisions will be made in consultation with the candidates, the head of year and the head of faculty/department.

Candidates may retake any subject in A2 as a Yr 14, if approved by the Head of Sixth form.

Candidates must retake GCSE mathematics and English in the Sixth Form if they have not gained a grade 4 or above at the end of Year 11.

(See also section 5: Exam fees)

4.4 BTEC procedures

The teacher advises the exam officer of the date and time of the exam and the student names. The exams officer (EO) makes the request online to the exam board and also advises IT of the date, time and number. 48 hours before the test, the EO downloads the test onto the school system via the Dashboard (on EO computer). EO provides the log in details to the teacher and gives an attendance register. EO activates the exam on the system on the day of exam, no more than 2 hours before.

After the exam, the attendance register is returned back to the EO. Results available online approx. 4 weeks after exam. The EO keeps copy and advises the teacher.

Level 3 BTEC Nationals (2016 onwards) - In year 12 BTEC Business students will sit a written task and in year 13 an examination paper. Learners will be provided with a case study two weeks before a supervised assessment period in order to carry out research. The supervised assessment period is a maximum of three hours and can be arranged over a number of sessions in a period timetabled by Pearson. Scripts will be stored securely in the examinations office if they take place over consecutive days.
5. Exam fees

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

AS initial registration and entry exam fees are paid by the centre.

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

Late entry or amendment fees are paid by the department requesting them or by the candidate depending on the reason for the request.

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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates. Except when the deputy head of the curriculum has authorised Otherwise. (See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. This will be reimbursed in the enquiry is successful. See also section 11.2: Enquiries about results [EARs]).

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

6.1 The Equality Act 2010 (JCQ booklet page 4)

“Generally, impairments have to meet the statutory requirements set out in section 6 and Schedule 1 of the Equality Act 2010 and associated regulations.”

The Equality Act 2010 extends the application of the TEA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

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

The SENCO will inform subject teachers of candidates 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

Making special arrangements for candidates 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 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.

Where a candidate has been granted the use of a reader or a scribe, individuals who will be acting as a reader or a scribe are introduced to the candidate prior to the examination(s) taking place. This is particularly important for those candidates with autism, who will find it difficult to relate to someone who is a stranger.

Where a candidate has been granted supervised rest breaks, the rest areas are suitably comfortable as well as maintaining the security of the examination. Supervised rest breaks will apply to those candidates who suffer from fatigue, hyperactivity, obsessive compulsive disorders or long term health conditions.

Where a candidate has been granted the use of a prompter, the person appointed to act as a prompter is made aware of disability etiquette, ie when touching the candidate’s desk, or tapping the candidate’s arm or shoulder.

For on-screen tests, hardware and software have been adapted for those candidates with a sensory or multi-sensory impairment.

Seating arrangements

Chairs are available outside the examination room(s) to enable those with a disability or those candidates who experience extreme stress or anxiety, to sit and rest before they enter the examination.

Sufficient space between desks and chairs to enable a candidate (or an invigilator) who uses a wheelchair to enter and leave the room without difficulty.

For candidates who may become unwell during the examination due to the nature of their disability, will be seated close to the exits to make them feel more comfortable and to limit any disruption to others within the examination room.

Seating is both appropriate and comfortable for those who may have a disability which affects sitting and posture.

**7. Estimated grades: AWARDING BODY CIE ONLY**

Estimated grades

The heads of department will submit estimated grades to the exams officer when requested by the exams officer.
8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for all external exams and all internal exams, except for those carried out within a teacher’s normal lesson time (i.e. tests) or where specialist teachers are required (language orals, art exams etc).

The recruitment of invigilators is the responsibility of the Exam officer.

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

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

All invigilators undertake induction training and this training will ensure that they are made aware of the Equality Act 2010 and disability issues. This includes policies and procedures relating to emergency evacuation and medication, especially where they relate to candidates with a disability.

Invigilators are timetabled and briefed before every exam by the exams office or a Senior Invigilator.

Invigilators’ rates of pay are set by the centre administration.

8.2 Exam days

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

Site management is responsible for setting up the allocated rooms.

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

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

Once the exam has commenced staff are not allowed into the exam unless authorised by the senior exam officer present at that time. If a subject teacher has entered the exam hall when the papers have been opened, they must not leave before the exam has started and must not read through the paper whilst in the room. NO papers can be taken out of the exam hall by a subject teacher for any reason.

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

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 heads of department/faculty 24 hours after the end of the exam session. Teachers may read the exam paper in the Exams Office after the exam session.
9. Candidates, clash candidates, special consideration, Malpractice and Contingency

9.1 Candidates.

The centre’s published rules on acceptable dress, behaviour and candidates’ use of mobile phones and all electronic devices apply at all times.

Candidates’ personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Invigilator notifies Exams Office of absentees. Exams office will try to contact students. Candidates who are late for their exams, must be accompanied by a member of the Exams Team or SLT to the exam venue. Their mobile devices must be handed over immediately on contact with the member of staff.

9.2 Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

9.3 Special consideration

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

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate’s doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

9.4 Malpractice

Any incident which may be considered malpractice will be recorded by the senior invigilator/invigilator supervising the exam in the “Exam Day Incident Book” and will inform the exam officer as soon as possible. Who will in turn inform the deputy head of curriculum.

The student/s involved will either be informed within 24 hours that an investigation into a reported case of malpractice has started. They will be informed of the nature of the concern and that the incident will be reviewed to establish if malpractice has occurred.

The exam officer and the deputy head of curriculum will review the malpractice with reference to JCQ regulations and decide if the incident needs to be reported to the exam board. If the decision is “no”, then the student/s will be informed as soon as possible and no further action will be taken. If the answer is “yes”, then a letter will be sent to the student informing them of the malpractice that will be reported to the exam board. It will also inform them of JCQ regulations regarding malpractice and the possible consequences.
if the Exam board agree with the malpractice decision. The letter will advise the student to send in a written statement of their version of events which will be presented to the Exam Board. If the Exam board decide that there was malpractice, the school may appeal if they feel that the penalty is inappropriate. This will be decided by the Head on advice from the Deputy Head of Curriculum and the Exams Officer.

9.5 Contingency

In line with JCQ regulations the school must have a contingency plans which will take into account probable events which could disrupt external exams. This will be reviewed once a year by the Exam officer and the Deputy Head of Curriculum and presented to the senior Leadership team for approval. (See Appendix A).

9.6 Evacuation Procedures

Evacuation procedures are explained in detail in the staff handbook. Invigilator induction training ensures they are made aware of the schools Evacuation and lockdown procedures and every exam venue has a guidance sheet explaining what needs to happen in the event of either actions being implemented.

Invigilators are also made aware of the need to ensure that candidates with disability evacuation and lockdown procedures may be adapted to cater for their specific needs.

10. Controlled assessments/ Coursework / NEA/ portfolios and appeals against internal assessments

10.1 Coursework/Portfolios

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Subject Leaders will ensure all controlled assessments/coursework/NEA/portfolios are ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office or submitted online by the subject leaders

10.2 Informing candidates of centre assessed marks & appeals against internal assessments

This policy is to confirm Oxted School’s compliance with the JCQ’ Regulations for Approved Centres 2017-18, section 5.8 that the centre has in place “a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates” and that the centre “must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre’s marking before marks are submitted to the awarding body”.

In accordance with the Code of Practice for the conduct of external qualifications produces by Joint Council for Qualifications (JCQ), Oxted School is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.
Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Oxted School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates’ work, internal moderation and standardisation will ensure consistency of marking.

Should a candidate feel this may not have happened in relation to his/her work, he/she may make use of this appeals process. Students must apply, in writing. Should a candidate wish to look at the CA/CW/NEA they produced, then this needs to be done in school, under supervision, as there must be no opportunity for the work to be amended.

1. Oxted School will ensure that candidates are informed in advance when centre assessed marks are to be released (Theses dates will also be placed on the school website and available from the Exams office) so that they may request a review of the centre’s marking before marks are submitted to the awarding body.

2. Oxted School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre’s marking of the assessment, (eg any relevant mark schemes, examiner reports etc)

3. An administration fee in line with that charged by exam boards, will be charged for the re-mark process. Students who are unable to pay for the remark will be subsidised by the school.

4. Oxted School will, having received a request for copies of materials, promptly (within 1 day) make them available to the candidate.

5. Candidates will have 5 working days to submit their request following the release of the Centre Assessed Marks. Students who miss the 5 working day deadline will be unable to submit a late request.

6. Oxted School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body’s deadline.

7. Oxted School will ensure, that the work will be reviewed by a teacher of suitable experience and who has not been involved in the marking of the initial piece of work. This will normally be a member of staff from Oxted School but in certain specific situations this may be a teacher from within The Howard Partnership Trust.

8. Oxted School will instruct the reviewer to ensure that the candidate’s mark is consistent with the standard set by the centre.

9. The candidate will be informed in writing, within 5 working days, of the outcome of the review of the centre’s marking.

10. The outcome of the review of the centre’s marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre’s marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates’ work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Oxted School and is not covered by this procedure.

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

11.1 Results

At KS4 Candidates will receive individual results slips on results days in person at the centre and they will also be emailed to the candidates within 24 hours of their release.
At KS5 Candidate will be emailed their individual results

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.

The centre aggregates at the end of year 13 for AS grades, not at the end of year 12.

11.2 EARs

This procedure confirms Oxted School’s compliance with the JCQ’ Regulations for Approved Centres 2017-18, section 5.14 “a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal”

Following the issue of results, awarding bodies will make post results services available. Candidates will be informed of the arrangements for post-results services before they sit any exams and the availability of senior members of centre staff immediately after the publication of results.

Enquiries About Results (EAR) offers three services:

- Service 1 - Clerical re-check
- Service 2 - Review of marking
- Service 3 - Review of moderation (this is not available to an individual candidate)

Written consent is required to action services 1 and 2. This consent can only be collected after the publication of results and it is important to note that results may be lowered.

EARs may be requested by centre staff if there are reasonable grounds for believing there has been an error in marking. Approval from the candidate is required and the cost will be financed by the department.

Where the centre does not uphold a request from a candidate, the candidate may pay for the requested service, which the centre will request on their behalf.

The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies’ appeals processes) may be consulted should the head of centre remain dissatisfied with the outcome of an appeal. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

Appeals forms should be completed and submitted within 5 working days of the notification of the EAR. Subject to the head of centre’s decision, this allows the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the enquiry about the results process.

Awarding body fees which may be charged for this preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body. If the appeal is upheld by the awarding body, this fee will be refunded. Fees can be obtained from the Examinations Office on request.

(See section 5: Exam fees)

If there are grounds for believing that there has been an error of marking for the entire subject cohort. Then head of Faculty will need to consult with the Deputy Head of
curriculum within a week of the grades being released, who will decide whether the school will support an entire remark. If not the department would be required absorb any fees.

11.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days’ scrutiny of the results.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre’s expense.

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

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

12. Certificates

Certificates are presented in person and signed for. Certificates will not be posted home. Candidates and parents will be notified of a time frame for collection. After this period, the certificate will be retained for one year and after that they will be confidentially destroyed.

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

A transcript of results may be issued if a candidate agrees to pay the costs incurred.
Further guidance to inform and implement appeals procedures

**JCQ**

General Regulations for Approved Centres
https://www.jcq.org.uk/exams-office/general-regulations

Post-Results Services
https://www.jcq.org.uk/exams-office/post-results-services

JCQ Appeals Booklet
https://www.jcq.org.uk/exams-office/appeals

Notice to Centres - Reviews of marking (centre assessed marks)
https://www.jcq.org.uk/exams-office/control-assessments
https://www.jcq.org.uk/exams-office/coursework
https://www.jcq.org.uk/exams-office/non-examination-assessments

**Ofqual**

GCSE (9 to 1) qualification-level conditions and requirements
https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions

GCSE (A* to G) qualification-level conditions and requirements
https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements

GCE qualification-level conditions and requirements
https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements

Pre-reform GCE qualification-level conditions and requirements
https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications