

Pol20 – Examination Policy



Objective

To set up an efficient exam system with clear guidelines for all users. In September the Exam Officer will circulate to all subject tutors the board and specification used by that subject. This must be checked, signed and returned to the exam officer by the Head teachers

Accountability of departments

1. One person (i.e. the Head teacher) from each section will take responsibility for exam entries/withdrawals etc. - to be known as SIE.
2. Each section will have a labelled wallet, which they will use to give and receive information. These wallets will be kept in a basket in the staff room and should be checked regularly by the SIE and exam officer.

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 lists are issued to the exam officer.

All students should be entered for a public examination except in exceptional circumstances

In order to be entered, students will be expected to:

- Have a satisfactory attendance record
- Meet coursework and homework deadlines
- Sit the mock examination and/or modular tests
- Conform to Department requirements

Students who meet the specified requirements should be entered for the Public Examinations. It is envisaged that this will apply to the majority of students. A low mark alone in the mock exams is not a criterion for non-entry at GCSE level.

In certain circumstances students may reduce the number of GCSE courses followed, but this will only be in exceptional circumstances and with the written permission of the Head teacher after discussion with the Head (Curriculum). Formal arrangements will be made for the individual student according to their particular needs.

Functional Skills Level 1 & 2 results and consultation with the subject tutor will allow the Head teacher to appropriately select the correct exam paper i.e. Foundation or Higher (if applicable)

Students who are in danger of not being entered for an exam should be told immediately upon return to school in January although it would be preferable to do this in December, if possible, to allow them the opportunity to fulfill the entry requirements. The department should also inform parents in writing at this point.

The Proprietor will also be involved at this time and will start to compile a list of students who are behind with coursework and will implement strategies to ensure that coursework is brought up to date.

This will involve working closely with Subject Tutors.

The Proprietor will make the decisions on levels of entry in consultation with the Head teacher and Subject Teacher, and if necessary, the individual student.

Once a candidate's entry has been confirmed with parents, any changes must be notified in writing as follows:

Pol20 – Examination Policy



- Head teacher will inform, in writing, the Proprietor
- Proprietor will inform, in writing, the Parents or Guardians.
- If any changes are made at this stage, the *late fees* will apply to the parents/guardian of the candidate.

Subject staff should ensure that students are aware of their responsibilities following their entry for public examinations. Students will still be charged for their examination entries if any of the following criteria are met:

- The student has failed to complete the required coursework by the final deadline
- The student has failed to attend any examination, practical or oral, without producing a Medical Certificate or an acceptable letter for the Head.
- The student's poor attendance makes it necessary to withdraw them from the exam.

Private Entries

Students who have studied for examinations outside the school may use it as a centre to sit their examination. However a letter must be received from their teacher stating their readiness to sit the exam and the student's predicted grade. The student will also be required to pay for the exam in full and in advance of the entry. This facility will only be available for students on roll. Please note that the new reform GCSE 9-1 are removing the facility of private candidates.

Amendments

Withdrawals will be accepted by the exam officer up to the date set by the board. Withdrawal forms must be used. These will be placed in the exam wallet and removed by the exam officer. Any late withdrawals/entries except in exceptional circumstances will be charged to the department.

Change of tier

See note on amendments.

External exams

The exam officer is responsible for the organisation and conduct of all external exams.

1. Final confirmation of entry numbers and levels will be made with the Exam Officer.
2. All exam papers will be counted in by the exam officer and locked away.
3. All sealed exam papers will be checked by the exam officer in good time before the exam date.
4. No exam papers can be removed from the exam room before the end of a session.
5. All exams will be conducted according to the rules laid down by JCQ & exam boards and within the determined start and finish times.
6. Any misconduct or irregularity must be reported to the exam officer as soon as possible, who will then inform the exam board concerned.

Pol20 – Examination Policy



7. In the absence of the exam officer at the end of any exam, papers will be collected and taken to the Exam officer.
8. Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.

Coursework/Control Assessments

It is the responsibility of each section to ensure all coursework is despatched at the correct time. Coursework/Control Assessments will be despatched using the same method as for exam papers.

Internal examinations

The Assessment Managers will be responsible for the overview of the organisation of accommodation and invigilation for these exams. Each section will be responsible for producing exam papers, which are suitable for the time slot allocated to their subject. Departments must ensure that they are represented at the start of each exam and collect papers at the end. If an internal exam has to be finished during lunch or after school, it is the responsibility of the section concerned to invigilate.

Misconduct

This should be reported to the exam officer in the first instance, who will decide what action to take.

Dispatch of exam scripts

The school will despatch exam papers to examiners by a new traceable system. At the time of this policy, its Parcel Force who are currently being used for this arrangement

Invigilation

Conduct of invigilators

1. The exam officer will ensure that each exam session will have a designated invigilator in charge, whose role will be to deploy invigilators and oversee conduct of each.
2. Senior invigilator will check attendance according to seating plan.
3. Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.
4. It is the responsibility of those invigilating the session to ensure they relieve those invigilating lesson two halfway through break.
5. All invigilators will be fully trained to invigilate during INSET days before the exams.
6. Subject teachers cannot invigilate their own subject exam.

External invigilators

The employment of external invigilators does give assured continuity and responsibility in an exam room even if you use a mix of teachers and externals. This has a direct benefit for your candidates. Teachers who are on release and not used because of the external can be used in other ways for the benefit of the school.

Pol20 – Examination Policy



Cover is the obvious benefit but there are other issues such as curriculum planning that can greatly benefit. Study leave often releases a whole department when they would have been teaching Year 11 for example. The whole or majority of a department could be involved in planning review in formalised meetings at this time if not used for invigilation. Other areas can greatly benefit from the non-use of teachers for invigilation and these cannot always be calculated in monetary terms: areas such as professional reviews, appraisals, development plans, and self-review initiatives. Mentoring and target setting can all be planned for in the 'release' time. Obviously persons would have to be vetted and interviewed by senior staff in conjunction with the exam officer.

INVIGILATION PROCEDURE

Arrangement of the Exam Room

- Check that a clock is clearly visible from all seats in the Exam room.
- Check that pupils are seated according to the seating plan.
- Ensure that the start times and end times are displayed on the board.
- A copy of the invigilation procedure (yellow book) should be in each Exam room.
- A copy of the pupil information, no mobile phone sheet for exams should be displayed on the wall (all A3 sized)
- Ensure all form of displays relevant to exams are covered or removed.

Before the exam

- Ensure that the temporary register is taken.
- Refer to the front of the exam paper for requirements in respect of authorised materials e.g. dictionaries, calculators.
- All forms of two way communication devices are removed from the possession of students eg phones iphones, iwatches etc
- Inform the pupils that they are subject to exam conditions given on the pupil information sheet.
- Warn pupils that any unauthorised material must be handed over to you.
- Make sure that pupils leave their bags in front of the classroom.
- Instruct pupils to complete details on the front of the answer booklets or writing paper.
- Remind pupils to use **black ink ball point pen** only. Pencils may be used for drawing. Other coloured pens/highlighter etc **cannot** be used.
- Tell the pupils when they may begin and how much time they have.
- Place all wrist watches on the front right hand side of their exam desk.

Pol20 – Examination Policy



During the exam

- Be vigilant. Supervise the pupils at all times to prevent cheating or distraction. The invigilator must not do marking or any other work.
- Do not give any information to candidates about;
 1. Suspected errors in the question paper unless advised by the Exams Office.
 2. Any question on the paper or the requirements for answering any particular question.
- If there is a problem with the exam papers notify the exams officer immediately.
- Ensure that no pupils leave the exam room unless accompanied by a member of staff. This is only in exceptional circumstances.
- If pupils have finished the exam early they must sit quietly. Pupils will not be allowed to leave the exam room prior to the first 60 minutes and the last 30 minutes of the exam.
- When there are five minutes remaining, inform the pupils that they have five minutes left and they must check that they have written their name on each of the answer sheets. If they have finished they should check their work.
- Members of staff must **not** talk to each other at any time during the examination.

After the examination

- Ensure that all papers are fastened securely with treasury tags and names are written on each sheet/booklet.
- Collect and sort exam papers into candidate number order with the lowest number at the top and in both foundation & higher tier piles. If only one tier, then candidate number order with the lowest in the top first.
- Exam papers must be left in the Office.

Results

1. Results will be available for collection on the day notified by the exam boards only.
2. Subjects should check for the possibility of a re-mark/re-grade within three days of scrutiny of the results.
3. If a result is queried the exam officer will investigate the feasibility of asking for a re-mark.

Access Arrangements

It is the responsibility of the exam officer to make arrangements for candidates with Special Needs. The exam officer must have all information needed on each candidate with special needs. The exam officer will ensure

Pol20 – Examination Policy



requests for special consideration will be sent to the boards and process the replies. The Exams Officer will then complete the procedure to apply for access arrangements through the Examining boards procedure.

INTERNAL APPEALS ABOUT ASSESSMENT DECISIONS

We are committed to ensuring that whenever staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the appropriate knowledge, understanding and skills; and those who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation should usually ensure consistency.

Very occasionally a candidate does not agree with the coursework marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and the candidate concerned then the candidate may appeal to the Exams Officer, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving process. It is expected that it will be used only on exceptional circumstances.

This procedure is available from the Exams Officer and is posted on the Notice board.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the May/June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the Exams Officer (EO), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the JCQ.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centers. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Olive Secondary School and is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.