

# Examinations Policy

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Formby High School  
'Determined to Achieve'

## POLICY STATEMENT

Formby High School is committed to offering equal access to all students to the examinations system as laid down by the Code of Practice produced by the Joint Council for Qualifications (JCQ) for GCSE and GCE examinations. The purpose of this Examinations Policy is:

- to ensure that the planning and management of examinations are conducted efficiently and in the best interest of the students
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff

It is the responsibility of everyone involved in the School's examination processes to read, understand and implement this policy, which will be reviewed annually by the Examinations and Data Manager.

## RESPONSIBILITIES

### Headteacher

- Has overall responsibility for the school as an examination centre
- Advises on appeals and re-marks
- Responsible for reporting all suspicions or actual incidents of malpractice

### Deputy Headteacher (Student Achievement)

- Line management of the Examinations and Data Department
- Attends the weekly 'Blue Plan Briefing' during the examination season
- Oversees arrangements for all public and pre-public examinations.

### Assistant Headteacher (Curriculum, Partnerships and Innovation)

- External validation of courses followed at Key Stage 4 / post-16
- Co-ordinates the timetable and course management within the School Information Management System (SIMS)

### Examinations and Data Manager

- Line-manages the administration and invigilation of all public examinations, internal examinations, and preparation of exam results document and broadsheet analyses.
- Recruits, trains and monitors examination team
- Advises relevant staff on annual examination timetables and application procedures as set by the various exam boards
- Produces and updates the '**Examinations Handbook**' for staff
- Produces and updates the '**Examinations Guide**' for students and parents
- Communicates regularly with all staff concerning examination related deadlines and events.
- Communicates deadlines to Curriculum and Subject Leaders to ensure that necessary controlled assessment is completed on time and in accordance with JCQ guidelines
- Liaises with the Lead Invigilator to produce and update the '**Blue Plan**'
- Chair the weekly '**Blue Plan Briefing**' during the examination season, co-ordinating the communication between the Examinations Team, Lead Invigilator, Special Educational Needs Coordinator (SENCO) (or representative) and Senior Cover Supervisor
- Manages the examination budget
- Makes arrangements for the school to be open on results days and for the provision of staff to assist results days
- Co-ordinates the Post Results Service

## Examinations Administrator

- Produces and distributes internal and external examination timetables for staff, students and parents
- Provides and confirms data on estimated entries
- Receives, checks and stores securely all examination papers and completed scripts in the examination safe
- Identifies and manages examination timetable clashes
- Distributes examination results and certificates to students
- Produce seating plans for all examinations
- Ensures entry of students for their exams
- Arranges correct despatch of all materials relating to the examination process, ensuring all staff are aware of correct postal procedures
- Supports the Post Results Service

## Lead Invigilator

- Recruits, trains, manages and monitors the Invigilation Team
- Liaises with the Examinations Manager to produce and update the 'Blue Plan'
- Liaises with the Senior Cover Supervisor about rooming requirements
- Administers access arrangements and makes applications for special considerations
- Prepares folders including seating plans, attendance registers, labels and bags
- Ensure seating plans are inside and outside the examination room
- Ensure PA/microphone is set up in the examination room
- Introduces examination sessions in the examination room, maintaining all students under examination conditions

## Invigilation Team

- Ensuring correct distribution of examination papers and other materials to students
- Supervising all students under examination conditions following the JCQ 'Instructions for Conducting Examinations'
- Collection of all examination papers in the correct order at the end of the exam and their secure return to the exams office
- Enter candidates into the exam room/hall and check uniform
- Inform students of exam rules and regulations

## Curriculum and Subject Leaders

- Guidance to students concerning examination tiers or amendments to entries
- Responsible for listing and cross checking all examination entries and tiers, amendments and withdrawals
- Accurate completion and posting of coursework mark sheets/declaration sheets/estimated grade sheets within the published deadlines
- Stores any returned controlled assessment and any other material required by the appropriate awarding bodies
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations and Data Manager
- Responsible for informing the Examinations and Data Manager of the curriculum area's examination requirements
- Present at the start and end of examinations where possible

## Subject Teachers

- Completion of examination/controlled assessment documentation as requested by Curriculum or Subject Leaders

## Special Educational Needs Coordinator (SENCO)

- Oversees the provision of special arrangements for students with Special Educational Needs
- Makes applications for special considerations
- Assists with online access arrangements
- Identification and testing of students' requirements for access arrangements
- Communication with parents regarding access arrangements

## Climate for Learning Leaders

- Ensure examination expectations are reinforced during assemblies prior to the examination season and be present at the start of Year 10 and 11 examinations
- Be present at the start and end of Year 12 and 13 examinations (where possible)

## Students

- Checking and confirmation of personal details and examination entries as presented on 'Statement of Entry' and promptly reporting any discrepancies to the Examinations and Data Manager
- Following coursework regulations and signing a declaration that authenticates the coursework as their own
- Understanding and adhering to rules, instructions, timetables and deadlines as published by the Examinations Office

## PROCEDURES AND PROCESSES

### Internal / Pre Public Examinations (PPEs)

- All PPE GCSEs and GCEs are held under external examination conditions

### Qualifications Offered

- The qualifications offered by Formby High School are decided by the Senior Leadership Team, as part of the annual curriculum review
- The qualifications offered are GCE, GCSE, Cambridge National and BTEC
- The subjects offered for these qualifications in any academic year may be found in the school's published prospectus for that year
- Informing the Examinations Office of changes to a specification is the responsibility of the Curriculum and Subject Leaders
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidate, SENCO, Climate for Learning Leaders, subject teachers and Curriculum and Subject Leaders

### Entries

- Students are selected for their examination entries by the Curriculum and Subject Leaders who must adhere to all the internal and external deadlines published by the Examinations and Data Manager for their subjects
- Late entries are authorised only by Curriculum and Subject Leaders and the Examinations and Data Manager
- In some circumstances the centre accepts external entries from former students who wish to re-sit units originally studied at Formby High School (an administration fee will be applied)
- Students are responsible for ordering any re-sit examinations which are arranged by the Examinations and Data Manager within the published deadlines – resit decisions should be made in consultation with, and authorised by, the Curriculum and Subject Leaders

## Estimated Grades

- Curriculum and Subject Leaders are responsible for submitting estimated grades when requested by the Examinations Manager

## Examination Fees

- For external examinations, initial registration and entry exam fees are paid by the centre
- Late entry or amendment fees are paid by the relevant curriculum/subject areas
- Students or subject areas will not be charged for changes of tier or 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 students who fail to sit an exam or meet the necessary coursework requirements
- Students with attendance below 90% without very good reason will be asked to pay for exams as directed by the Headteacher
- Students are responsible for payment of any re-sit examinations
- Enquiries About Results (EARs) are ordered and paid for by students within the time allowed by the awarding bodies

## Disability Discrimination Act (DDA), special needs and access arrangements

- Formby High School ensures it adheres to disability discrimination legislation.
- A student's special needs requirements are determined by the SENCO. The SENCO can then inform individual staff of any special arrangements that individual students may be granted during the course and in the examination
- The SENCO must liaise with the Examinations and Data Manager with regard to arrangements for candidates with special needs and to ensure that all information is current and available. The SENCO will arrange for all assessments for students and will ensure that the Examinations and Data Manager has all the necessary information for an application prior to the published external deadline. The Examinations and Data Manager, together with the SENCO, will ensure that all requests for access arrangements are made online to the awarding bodies and all replies processed. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations and Data Manager together with the SENCO
- The Examinations and Data Manager will meet with the relevant students before the examination period starts to discuss each individual timetable and access arrangements.
- Rooming, invigilation and support for access arrangement students will be arranged by the SENCO with the Examinations Manager
- Information regarding access arrangements can be found in the JCO document '*Access Arrangements, Reasonable Adjustments and Special Consideration for General and Vocational Qualifications*'

## Invigilation Team

- External invigilators will be used for examination supervision for public examinations, PPEs, practical and oral examinations
- All invigilators will be DBS checked and will be issued with an identity badge
- All invigilators will receive regular training from the Lead Invigilator and Examinations and Data Manager
- Invigilators are timetabled and briefed by the Lead Invigilator
- Invigilators' rates of pay are set by the Examinations and Data Manager in conjunction with the Human Resources Manager
- The Examinations and Data Manager will book all examination rooms after liaison with other users and make the question papers, exam stationery and materials available for the invigilator

## Examination day arrangements

- Caretaking staff are responsible for setting up the examination rooms
- Curriculum and Subject Leaders should be present at the start of the examination to assist with

identification of students but must not advise on which questions are to be attempted

- In practical examinations 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 examination room
- Invigilators will arrange for examination papers to be available for subject staff 24 hours after the published finishing time (JCQ General Regulations for Approved Centres)

## **Students, clashes and special consideration**

- Clear rules are published and displayed on acceptable dress, behaviour and students' use of mobile phones and all electronic devices – they apply at all times
- Disruptive students are dealt with in accordance with JCQ guidelines and the school Behaviour and Discipline Policy
- Candidates may not leave the examination room until at least one hour has passed since the published starting time. If a student leaves an examination, they will not be allowed to return
- The Examinations Administrators will provide names of any student who is not present at the start of an examination to the Examinations Officer (first response phone call) and deal with them in accordance with JCQ guidelines
- Where clashes occur, the Examinations and Data Manager will be responsible as necessary for identifying escorts, identifying a secure venue, and arranging overnight stays
- Should a student be too ill to sit an exam, suffer bereavement or other trauma, or be taken ill during the exam itself, it is the student's responsibility to alert the centre, or the examination invigilator, to that effect
- Any special consideration claim must be supported by appropriate evidence within five days of the examination; for example a letter from the student's doctor, and the Examinations and Data Manager will then forward a completed special consideration form to the relevant awarding body within the published deadlines

## **Controlled assessment and appeals against internal assessments**

- Curriculum and Subject Leaders will monitor and collate controlled assessment and ensure all work is despatched at the correct time, keeping a record of what has been sent when and to whom. They should ensure that all declarations are enclosed and are responsible for the storage and disposal of returned controlled assessment
- Curriculum and Subject Leaders are responsible for posting internally assessed coursework as directed by the examination board
- The Examinations and Data Manager is responsible for posting externally assessed coursework which must be taken to the Examinations Office by the Curriculum and Subject Leaders by the agreed deadline for pre-booked courier collection
- The centre is obliged to publish a separate procedure on appeals for internal assessments, which is available from the exams office (Appendix A)

## **Results, Enquiries about Results (EARs) and Access to Scripts (ATS)**

- Results will only be issued to students on the day notified by the Awarding Bodies
- Students will collect their results in person or are required to provide the Examinations and Data Manager with a stamped addressed envelope to the student's home address
- Students' results may be collected by a designated person on production of a signed letter by the student
- The centre aggregates at the end of Year 13 for AS grades, not at the end of Year 12
- Applications for Post Results Services must be made by the student to the Examinations Manager. Students are responsible for the necessary fees to the awarding body and payment must accompany the request
- EARs may be requested by centre staff or students if there are reasonable grounds for believing there has been an error in marking
- Students must order their own EARs within the published deadlines as set out in the guidance sheet made available to students on results day
- Where an EAR is requested by the student, the fee will be paid for by the student

- Where an EAR is requested by the department, the fee will be paid by the subject area
- If a result is queried, the Examinations Manager, Curriculum and Subject Leaders 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 students must be obtained
- Where a script is requested by the student, the fee will be paid for by the student
- Where a script is requested by the department, the fee will be paid by the department

### **Certificates**

- Certificates are presented in person
- They may be collected from the Main Office on behalf of a student by a third party, provided they have been authorised to do so
- The Examinations Office retains certificates for one year

# Examinations Policy

## Appendix A

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### Internal Assessments for External Qualifications

Formby High School is committed to ensuring that whenever staff assess work for candidates for external examinations, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The work of candidates must be produced and will be authenticated according to the requirements of the awarding body. When assessment of a piece of work is divided among several staff, consistency will be maintained through internal moderation and standardisation.

If a candidate feels that these procedures have not been carried out in relation to his/her work then he/she must first discuss the matter with the Curriculum and Subject Leaders. If the problem cannot be resolved in this way, the candidate may use the formal appeal procedure outlined below. Appeals may be made only against the procedures that led to the assessment and not against the mark or grade.

### The Appeal Procedure

- 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
- Students may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by 30 June to the Headteacher (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Headteacher's findings will be notified in writing, copied to the Examinations and Data Manager and recorded for awarding body inspection

The parent or guardian of the candidate must write to the Headteacher. The application must be made as soon as the circumstances become known and always before the date of the first written paper of the examination series.

The Headteacher and another experienced member of the teaching staff, not directly involved in the assessment in question, will conduct the appeal. If the Headteacher was directly involved in the assessment in question, or is otherwise unable to investigate, the Headteacher will appoint another member of the Senior Leadership Team in his place.

The teachers who conduct the appeal will decide whether the procedures used for the internal assessment conformed to the requirements of the awarding body and the Qualifications and Curriculum Authority (QCA) Code of Practice.

The outcome of the appeal will be reported in writing to the parent or guardian of the candidate before the last written paper of the examination series. Any changes made to the assessment of the work, any changes made to improve the school's application of the procedures, and any correspondence with the awarding body will also be reported.

The outcome of the appeal will be logged as a complaint under the school's complaints procedure.

The school will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examination or the issue of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.

## Notes

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres (such moderation may sometimes change the marks awarded internally).

Appeals against the marking of externally assessed examination components are dealt with after the publication of results according to the procedures published by the awarding bodies.

More information about the awarding bodies' procedures may be obtained from the Examinations Manager.

Further copies of this document may be obtained on request from the Headteacher or Examinations and Data Manager. It is also published on the school website [www.formby.sefton.sch.uk](http://www.formby.sefton.sch.uk)