



## **Examinations Policy**

**Approved by: Teaching & Learning Committee**

**Date:....26<sup>th</sup> November 2020**

**Signed:... Mr Gallafent**

**Review Date: November 2021**

## Stone Hill School will

- Ensure all staff involved in examination procedures are made aware of this document.
- Ensure all invigilators receive appropriate training
- **keep live controlled assessments and candidates' coursework secure and confidential at all times whilst in our possession.** It is not acceptable for teaching staff to share live controlled assessments or coursework with candidates. Live controlled assessments or coursework is defined as any controlled assessment or coursework on a topic which has been set either by an awarding body or the centre for a current or future examination series. The work may have been completed in a previous year or is in preparation for the present or future series;
- store safely and securely controlled assessments, coursework or portfolios retained in, or returned to, the centre up to and including the deadline for the submission of enquiries about results and until any enquiry or malpractice investigation has been resolved;
- ensure that envelopes and boxes containing confidential materials are signed for. A log will be kept at the initial point of delivery of confidential materials. Each awarding body's deliveries and the number of boxes received will be logged.
- ensure that confidential materials are only delivered to those authorised by the head of centre.
- ensure that at the point of delivery the question paper packets, still in their dispatch packaging, must be moved immediately to the secure room for checking and transferal to the centre's secure storage facility, as defined on pages 5 and 6 of the ICE booklet.
- ensure that at the point the question paper packets are removed from the dispatch packaging they must be checked, as defined in section 2, page 3, of the ICE booklet and then immediately locked away in the secure storage facility. This will take place as soon as possible on the day the question papers are received. If this is not possible, due to a late delivery or the unavailability of authorised members of staff, the material will be transferred immediately into the secure storage facility until it can be checked, which must be no later than the next working day.
- will inform the awarding body immediately if material has been received in error.
- ensure that when GCSE, GCE and Principal Learning scripts that have been returned under access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies.

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## 1. Exam responsibilities

### Head of Centre: P Scotting

Has overall responsibility for the school as an exam centre:

- The 'head of centre' is the most senior operational officer in the organisation. It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.
- Advises on appeals and re-marks
- Is responsible for reporting all suspicions or Actual incidents of malpractice. Refer to the JCQ document; "*Suspected malpractice in examinations and assessments*"
- Ensures that local health and safety rules are in place and that the centre is adequately covered for public liability claims
- Co-operates with the JCQ Centre Inspection Service, and/or awarding body staff and/or regulatory authority when subject to inspection
- Ensures that all venues used for examinations and assessments, records, and secure storage facilities are open to inspection. (JCQ centre inspectors will present themselves to the centre and will identify themselves with an appropriate letter of authorisation/card.)
- Ensures that the examinations officer or a senior member of staff is available to accompany the inspector during his/her tour of the premises
- Ensures that all staff employed in Stone Hill School are subject to an enhanced CRB/DBS check
- Ensures that the examinations officer receives appropriate training in order to facilitate the effective delivery of examinations and assessments within the school
- Ensures that assessors appointed to conduct assessments of candidates' needs are appropriately qualified. Evidence of qualification/s will be obtained prior to assessment of candidate/s – this will be a photocopy of the original certificate or printout of HCPC/SASC registration. The qualification will be a post-graduate course in individual specialist assessment at or equivalent to Level 7, or accredited at AMBDA or APC Level.

### Examinations Officer: Ms M Chapman

- Manages the administration of public and internal examinations and analysis of exam results
- Reports directly to the Senior Leadership Team
- Advises the Senior Leadership Team, subject and class teachers 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 examinations 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
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of advice and instructions relevant to the examinations and assessments.
- Ensures exam papers are checked by two members of staff before opening and

- distributing to candidates and that this is recorded on the 'Second Pair of Eyes' form.
- Receives, checks and stores securely all exam papers and completed scripts in accordance with ICE requirements.
  - Informs awarding bodies immediately in the event of risk to question paper security.
  - Together with invigilators, verifies the identity of **all** candidates at the time of the examination or assessment and ensure that candidates write their name on the front of the exam paper as it appears on the register of attendance, ensuring that the name the candidate is using is their legal name rather than a 'known as name'. Due to the small numbers of pupils within exam cohorts all pupils are personally known to the examinations officer and all staff administering examinations. Only pupils on roll at Stone Hill School will take examinations at this centre.
  - Administers access arrangements and makes applications for special consideration using the JCQ Adjustments for candidates with disabilities and learning difficulties.
  - Line manages the exam invigilators and organises any training required. Makes invigilators aware of the JCQ document Checklist for invigilators (for written examinations). Keeps a record of the content of the training given to invigilators and ensures this is available for inspection.
  - Informs invigilators of those candidates with access arrangements and the particular access arrangement(s) awarded.
  - Keeps a record of the content of the training given to those facilitating an access arrangement and has this available for inspection.
  - Responsible for the conduct of examinations.
  - Oversee the preparation of, and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
  - Submits candidates' coursework marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
  - Will be prepared to be available until 5.00 pm where afternoon examinations are taking place to ensure the prompt dispatch of scripts and in the event of a centre inspection.
  - Will check accuracy of certification claims as they are registered and oversee the accuracy of the certificates when they are delivered, before distributing to pupils
  - Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals requests.
  - Maintains systems and processes to support the timely entry of candidates for their examinations.
  - Oversees the receipt, secure movement and secure storage of question papers and confidential materials.
  - Checks question paper packets against the awarding body's despatch note and the centre timetable or entries.
  - Oversees overnight supervision arrangements in accordance with JCQ ICE requirements.

## **Subject Leaders**

- Accurate completion of coursework mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer
- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to examination officer via entry arrangements
- Ensure that candidates have had adequate recent laboratory experience, or relevant training where required by the subject concerned

- Ensure printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials.

## **Candidates**

### **Stone Hill School will**

- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures for that qualification;
- Maintain a unique learner number (ULN) for each candidate entered for an examination or assessment and to ensure that the same UCI is used consistently for the candidate over time to enable aggregation of units and qualifications;
- Make arrangements to notify candidates of their examination entries and the dates and times of their examinations/assessments;
- Ensure that the JCQ Information for Candidates (controlled assessments, coursework, on-screen tests and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place;
- Ensure that candidates are made aware of the content of the JCQ Mobile Phone poster (including smart watches, iPods, MP3/4 players) and 'Warning to Candidates' posters;
- Ensure that all candidate data, where required by the awarding body, has been supplied to the awarding bodies within the terms of the GDPR May 2018 and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies;

Where applicable, the Personal Data Consent from Examination Candidate form for candidates requiring access arrangements is completed.

## **Invigilators**

### **Invigilators will**

- Invigilate examinations in accordance with JCQ regulations.
- Collection of all exam papers in the correct order at the end of the exam and their return to the examinations officer.
- Receive appropriate training according to JCQ requirements.
- Be made aware of the JCQ document Checklist for invigilators (for written examinations).
- Not read the question paper.
- Complete the attendance register before the end of the examination.
- Arrive 30 minutes before each examination.
- Act as a 'second pair of eyes' if required.
- Ensure all necessary stationery for examinations is available.
- Ensure pupils have necessary support resources, e.g., pen readers, available before beginning the examination.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at Stone Hill School are decided by the head teacher, subject leaders and the senior leadership team.

The statutory tests and qualifications offered are; GCSE, Entry Level, Functional Skills and BTEC, when appropriate. At key stage 4, all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

### **3. Exam Entries and Timetables**

Subject leaders have responsibility for giving the Examinations Officer the appropriate notice period for scheduling of internal examinations which contribute to summative assessment.

External examinations are scheduled throughout the academic year and on demand with the appropriate notice adhered to. Subject Leaders must liaise with the Examinations Officer to oversee and plan the scheduling of examinations for their area. This includes decisions on examinations series.

All internal examinations are held under external exam conditions.

#### **Timetables**

The Examinations Officer will display timetables of all external examinations. The allocation of invigilators will be the responsibility of the Examinations Officer.

#### **Entries, entry details and late entries**

##### **Entries**

Normally candidates are selected for their exam entries by the Subject Leader.

##### **Entry Details**

All individual candidate statements of entry will be sent to parents/carers via letter.

##### **Late Entries**

Late entries are authorised by the Headteacher.

Entry deadlines are available from the Examinations Officer or the Awarding Organisation websites. Under extreme circumstances, very late entries will be accepted but these will be subject to a fee levied by the Awarding Organisation.

##### **Exam fees**

Stone Hill School pays all fees relating to pupil examinations.

### **4. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements:**

Stone Hill School recognises its duties towards its pupils as defined under the terms of the Equality Act 2010. This includes a duty to explore and provide access to suitable courses and make reasonable adjustments to the service the school to all its pupils.

Stone Hill School will:

- Submit any applications for access arrangements or reasonable adjustments, ensuring that appropriate documentary evidence is held on file to substantiate such an arrangement and is open to inspection. For GCSE, GCE qualifications including Levels 1 and 2, a JCQ centre inspector will sample the centre's applications;
- Ensure that for GCSE and GCE qualifications including Levels 1 and 2, a file is presented which must contain for each application the downloaded approval for the respective access arrangement(s), supporting evidence of need (where required) and a signed data protection notice. This information must be available for inspection at the venue where the candidate is taking the examination;
- Submit requests for modified papers by the due date;
- Provide separate invigilation for any candidate that has a proven established difficulty.

Ensure that, arrangements are carried out in accordance with the following JCQ publication: Adjustments for candidates with disabilities and learning difficulties, Access Arrangements and Reasonable Adjustments, 1 September 2019 to 31 August 2020, pages 2 & 3

## **5. Managing invigilators**

It will be normal practice to use internal invigilators who have not been part of the delivery or preparation of the assessed components or controlled assessments.

## **6. Exam days**

### **The Examinations Officer will**

- Book all exam rooms
- Liaise with other users if necessary
- Make the question papers, other exam stationery and materials available for the invigilators
- Be responsible for setting up the allocated rooms in accordance with JCQ guidelines
- Attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with Stone Hill Contingency Plan (point 3) and JCQ guidelines
- Ensure confirmed absences are clearly recorded as such on the attendance register sent to the examiner/marker
- Note candidate absence on the seating plan by crossing through the candidate details
- Ensure the pre-applied for external exam access arrangements are in place and inform invigilators thereof
- Ensure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination
- Ensure that only senior members of centre staff approved by the head of centre, who have not taught the subject being examined, are present at the start of the examination(s).

### **The lead invigilator will start all examinations in accordance with JCQ guidelines and they will ensure that**

- All candidates have an equal opportunity
- The correct examination question papers have been placed face-up on candidates' desks.
- The integrity of examinations is maintained by giving all their attention to conducting the examination properly
- All candidates in the room are observed at all times
- Candidates do not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room
- Examinations security before, during and after the exam is adhered to
- Possible candidate malpractice is prevented
- Where a candidate is allowed to leave the examination room temporarily, the member of centre staff accompanying the candidate must not be the candidate's subject teacher or a subject expert for the examination in question
- The Examinations Officer or Headteacher are informed if there is a suspicion of any malpractice
- The identity of candidates and their registration has been carried out. Due to the small number of candidates, they will be known to invigilators. Invigilators will ensure candidate identification cards and examination numbers are correctly placed on the candidates' desks and that names on examination papers are correct.
- Attendance register is completed before the end of the examination

- Signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination are kept.
- Examination conditions continue throughout any given extra time
- Candidates are supervised during any rest breaks
- The correct procedures are followed for the end of the exam and candidates are dismissed appropriately
- All examinations scripts and other materials are returned securely to the Examinations Officer for storage or despatch
- In the event of an emergency such as a fire alarm or bomb alert, candidates are advised to close their answer booklet

### **Subject staff**

- Must not advise on which questions are to be attempted
- May be on hand in case of any technical difficulties during practical examinations
- Must not read exam papers or remove them from the exam room before the end of a session
- Will receive papers the following day

### **Candidates**

- The school's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times
- Disruptive candidates are to be dealt with in accordance with Stone Hill's behaviour policy (see also Contingency Plan point 3) JCQ guidelines (Page 20 General Regulations for Approved Centres "Malpractice")
- Candidates arriving late will be dealt with as stated in the Contingency Plan
- 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
- Stone Hill School provides its students with all equipment for use within examinations if required

## **7. Special consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the school, the Examinations Officer, or the examination invigilator, to that effect. The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor. The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## **8. Coursework and appeals against internal assessments**

Candidates who have to prepare coursework should do so in accordance with the deadline set by the examination board.

The Subject Leaders will:

- Ensure all coursework is produced, authenticated and marked or assessed and quality assured in accordance with the awarding bodies' instructions
- Ensure all coursework is ready for dispatch at the correct time and coursework will reach the moderator via the relevant postal system

- Submit centre-assessed marks and dispatch moderation samples, if required by the awarding body, by the published date
- Use only current assessment materials/tasks to assess candidates' knowledge and skills (in cases where the awarding body provides such material)
- Store safely and securely all controlled assessments, coursework or portfolios until the deadline for an enquiry about results has passed or until any enquiry (results, appeal or malpractice enquiry) has been completed, whichever is later. This includes materials stored electronically

## **9. Appeals against internal assessments**

The school publishes a separate procedure on this subject. The main points are:

- 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
- Candidates 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/email at the earliest opportunity to the Examinations Officer who will liaise with the relevant members of staff to process the appeal
- The school's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection

## **10. Results, Enquiries About Results (EARs) and Access To Scripts (ATS) & Certificates**

- Candidates will receive copies of their certificates when received by school
- Original copies of their certificates are collated in pupils' Progress Files which are kept secure until presented during the School's Leaver's Assembly
- Where a third party is to collect the file, the appointed person must present suitable identification i.e. passport, driving license, in order to collect the results
- Progress Files not taken by pupils are delivered to their Post 16 Provision
- Any further certificates are sent by post (with proof of postage) to candidates' home addresses
- Only the Headteacher and the Examination team are permitted access to 'early release' results
- The examinations officer will receive results data on the same day that students receive their results
- Arrangements for the school to be open on results days (if necessary) are made by the examinations officer and Headteacher
- Where appropriate, members of the Senior Leadership Team will be present in school on results day, together with other members of staff including the examinations officer
- Release of information to the public and press is the responsibility of the head teacher. Where appropriate, the examinations officer will then liaise with outside agencies to report examination results according to JCQ regulations.

### **Enquiries about Results (EARs)**

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking, subject to payment of appropriate fees
- The fee will be payable either by the candidate or the Subject area, depending on who requested the EAR

### **Access to Scripts (ATS)**

- After the release of results, candidates may request the return of papers within the

Awarding Organisation's stated deadlines

- When this is provided electronically, the Examinations Officer will send the document to the candidate's nominated email account
- Subject Leaders may also request scripts for investigation or teaching purposes. For the latter, the consent of candidates must be obtained

### **11. Certificates**

- Certificates are presented in person or posted (with proof of postage).

Appendix 1

**Personal data consent from Examination Candidate (aged 13 or over): Access Arrangements Online**

See General Staff – Examinations – 2020/21 – Data protection

## **Appendix 2**

### **Malpractice**

Record any incidences of warnings to candidates for disruptive behaviour

The Head of Centre will report, as soon as it is discovered, by completing the appropriate documentation, any established, suspected or alleged case of malpractice. A report must be made to an awarding body whether involving a candidate (during external examinations or following the authentication of controlled assessment, coursework or verification of other assessed qualifications) or malpractice or maladministration by a member of staff;

Investigate any instances of suspected malpractice in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2020 to 31 August 2021 and provide such information and advice as the relevant awarding body may reasonably require.