

Harlington Upper School

Exam Policy

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Approved by Governing Body

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The purpose of this exam policy is:

- 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.

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

This exam policy will be reviewed every two years. This exam policy will be reviewed by the Head of Centre, Head Teacher Team and the Governors.

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*.

Business Manager

- Manages the administration of public and internal exams and analysis of exam results

Exams Officer

- advises the Head Teacher Team (HTT), 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 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
- 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
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- 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 HTT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.
- administers arrangements for online tests.

Data Manager

- prepares and presents reports to the HTT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made

Deputy Head

- Organisation of teaching and learning.

Heads of Department

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- 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 exams officer.
- Notifies the Exam Officer of any candidates with long term sickness conditions that may affect exam performance

Form Tutors

- Guidance and careers information.
- Notifies the Exam Officer of any candidates with long term sickness conditions that may affect exam performance

Teachers

- Submission of candidate names to heads of department / faculty.
- Notifies the Exam Officer of any candidates with long term sickness conditions that may affect exam performance

SENCO

- Notification and administration of access arrangements (as soon as possible after the start of the course)
- 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.

Pastoral staff

- Notifies the Exam Officer of any candidates with long term sickness conditions that may affect exam performance

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.
- Assistance with administration of exams including room setup, start/finish instructions to candidates, online tests and any other duties as directed by the Exams Officer
- Invigilate Exams

Candidates

- Checking entries and raising any queries with exams staff
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Commitment to prepare thoroughly for examinations including adequate revision

Administrative staff

- Support for the input of data.
- Posting of exam papers and coursework
- Invigilate Exams

ICT Staff

- Set up and download of online tests
- Technical support

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head Teacher Team and Heads of Department

The statutory tests and qualifications offered include GCSE, A levels, Key skills ALAN, BTEC, SATs and any other qualifications as agreed by the HTT.

The subjects offered for these 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 end of the summer term.

At key stage 3

All candidates will take English, Mathematics and Science (unless KS3 statutory tests have been taken at Middle School in Year 8). The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

Decisions on whether candidates should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, head of key stage and the Deputy Head.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

It is expected that AS modules will be completed during year 12.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in December, June and July.

External exams are generally scheduled in January, May and June although exams for modular courses may take place at other times throughout the year.

Which exam series are used in the centre is decided by the heads of subject and the heads of 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 resits

4.1 Entries

Candidates are selected for their exam entries by the heads of subject.

Candidates, or parents, can request a subject entry, change of level or withdrawal, although this is subject to the Departmental Head's final agreement.

The centre does not accept entries from external candidates.

4.2 Late entries

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

Late entries are authorised by heads of subject and Head Teacher Team.

4.3 Resits

Candidates are not allowed resits in GCSE, other than for Maths and English where they are following a course in Year 12 and with the agreement of the subject head.

Students do not have an automatic right to resit AS and A2 modules. Students seeking to resit any particular module must apply in writing to do so stating:

- an acceptable reason why the resit is necessary
- how they plan to revise thoroughly in full preparation for the resit
- what additional measures will be put in place to ensure improvement

Final resit decisions will be made through formal consultation with the candidates, parents, subject teachers, form tutor and the Head of the Sixth Form

(See also section 5: Exam fees)

4.4 Equipment

Candidates will be expected to provide their own basic equipment of black pen, ruler, pencil, eraser.

Candidates will be expected to provide specialist equipment (such as protractor, calculator) relevant to the particular examination.

Candidates are not allowed to lend equipment to other candidates in the exam room

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.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the candidates.

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.

Resit fees for first and any subsequent resits are paid by the candidates.
(See also section 4.3: Resits)

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.
(See also section 11.2: Enquiries about results [EARs])

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA 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.

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.

7. Estimated grades

Estimated grades

The heads of subject 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.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the exams office.

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

Invigilators are timetabled and briefed by the exams office.

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/teacher will start 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.

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 at the end of the exam session.

ICT staff are responsible for setting up online tests/ICT rooms

9. Candidates, clash candidates and special consideration

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.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

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 suffer a temporary illness or injury prior to an exam which may need special arrangements, it is the candidate's/parents responsibility to alert the centre, to that effect before the first affected exam is taken.

Any special request for special arrangements must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor

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/parents responsibility to alert the centre, 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.

10. Coursework and appeals against internal assessments

10.1 Coursework

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

Heads of department will ensure all coursework is 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 by the heads of subject.

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and attached at Appendix 1

The main points are:

- appeals will only be entertained 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 by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

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

11.1 Results

Candidates will receive individual results slips on results days in person at the centre.

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 exams officer.

Results cannot be given out over the telephone or emailed/faxed to candidates

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

Any uncollected results will be posted out to candidates by 1st class post on exam results day

11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. (See section 5: Exam fees)

11.3 ATS

After the release of GCE results, candidates may ask the exams office to request a photocopied script by the advised deadline.

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/GCE re-marks cannot be applied for once an original script has been returned.

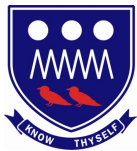
12. Certificates

Certificates are presented in person.

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

Certificates may be withheld from candidates who owe fees.
A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for a minimum of 12 months.



Harlington Upper School Internal Assessment Appeals Process

This applies to GCSE and GCE coursework, performance etc providing the work is assessed internally

Harlington Upper School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills and who have been trained in this activity
- internal assessments done fairly, consistently and in accordance with the specification for the qualification concerned.
- 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 will ensure consistency.
- the school will comply fully with JCQ guidelines

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

- **appeals will only be entertained 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 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 June GCSE exam series).
- Appeals should be made in writing by the candidate's parent/carer to the exams officer, who will investigate the appeal with at least two other members of staff (one of whom must be a senior member of staff) who have not been involved in the internal assessment decision.
- 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.
- The candidate 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.
- The candidate may be given the opportunity for a personal hearing if they are not happy with the written response. The candidate will be given reasonable notice of the hearing date and may have sight of all relevant documents in advance of the hearing.
- The school will maintain a written record of all appeals

This procedure is available from the exams office and is posted on the exams notice board and school website