



# Park School for Girls Exam Policy

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## **The 11-16 Exam Policy**

### **The Policy Purpose**

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.

The exam policy will be reviewed annually. The exam policy will be reviewed by the Head of Centre in conjunction with the school's exams officer.

### **Exam responsibilities**

Having overall responsibility for the school as an exam centre, the Head of Centre:

- 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.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department/school/curriculum.

The SEN Coordinator SENCO is responsible for:

- 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.

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Lead invigilator/invigilators are responsible for:

- 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.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

## **Qualifications**

### **Qualifications offered**

The qualifications offered at this centre are decided by the Head of Centre. The qualifications offered are GCSE's.

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 specification from the previous year, the Exams Office must be informed by June preceeding teaching in September.

Informing the Exams Office of changes to a specification is the responsibility of the Head of Subject and Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, Subject Teachers and Head of Subject.

## **Exam Series and Timetables**

### **Exam seasons**

External exams and assessments are scheduled in May/June.

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Internal exams are held under external exam conditions and are scheduled as follows:

Year 10	February and May
Year 11	January

The Head of Centre and Heads of Subject decides which exam series are used in the centre.

On-demand assessments can be scheduled only in windows agreed between the exams officer and the senior leadership team is the policy for offering on-demand testing.

### **Timetable**

Once confirmed, the exams officer will circulate the timetable for external exams.

### **Entries, Entry Details and Late Entries**

Candidates are selected for their exam entries by the Heads of Subjects and Subject Teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal in discussion with the Subject Teacher.

The centre does not accept entries from external candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Heads of Department via email/notice board and internal post/pigeon holes.

Late entries are authorised by Head of Centre.

## **Exam Fees**

Candidates or departments will not be charged for change of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the deadline time allowed by the awarding bodies.

GCSE exam fees are paid by the candidate.

Late entry or amendment fees are paid by the candidate, unless the error is with the centre.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidate.

## **Disability Discrimination Act**

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measure aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

‘A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre and Exams Officer.

### **Access Arrangements**

The Head of Centre, in conjunction with 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 Head of Centre, in conjunction with the Exams Officer and the SENCO can then inform the individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate’s access arrangements requirement is determined by the Doctor and Education Psychologist/Specialist Teacher.

Making access arrangements for candidates to take exams is the responsibility of the Exams Officer in conjunction with the SENCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO in conjunction with the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Head of Centre in conjunction with the SENCO and the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Head of Centre with the Exams Officer.

### **Overseas Students**

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Managing overseas students is the responsibility of the Exams Officer.

### **Contingency Planning**

Contingency planning for exams administration is the responsibility of the Head of Centre.

### **Private Candidates**

Private candidates are not accepted by the centre.

### **Managing Invigilators**

Internal staff are used to invigilate examinations.

The invigilators will be used for internal exams and external exams.

### **Malpractice**

The Head of Centre is responsible for investigating suspected malpractice.

### **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 invigilators.

The Exams Officer is responsible for setting up the allocated rooms.

The Exams Office will start all exams in accordance with the 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 or sections are to be attempted.

In practical exams subject teachers must 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 the day after the exam has taken place.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required, but must never be the sole invigilator for their subject.



## Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile 'phones and other 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 the JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer.

Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Head of Centre in conjunction with the Exams Officer.

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 centre, the Exams Officer, or the Exam Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing 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 end of the series in which the exam was taken.

## **Internal Assessments and Appeals**

It is the duty of Head of Department to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient detail and the date and time sent.

### **Marks and Appeals**

Marks for all internally assessed work are provided to the exams office by the Subject Teachers and Heads of Subject.

Appeals against internal assessments must be made one week before the official deadline for such appeals.

### **Appeals Against Internal Assessments**

The process for managing appeals against internal assessments is detailed in a separate Appeals Policy, available from the exams office.

## **Results**

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

Candidates will receive individual result on results days, either in person at the centre or by post to their home addresses, candidates to provide self addressed envelope.

Arrangements for the centre to be open on results day are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

### **EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

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.

When the centre does not support a candidate's or parent's request for 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.

**ATS**

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

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.

**Certificates**

Certificates are presented in person and collected and signed for.

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

The centre retains certificates for candidates until they are collected.

**Head of Centre**

**Exams Officer**

**Mrs Androulla Nicholas**

**Mrs Tracey Powley**

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**Date: September 2018**

**The policy is next due for in September 2019.**

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