



CHALLNEY HIGH SCHOOL FOR GIRLS EXAMINATION POLICY

Legal

- To meet the requirements of the Joint Qualifications Council (JCQ) awarding organisations
- To meet the requirements of other awarding organisations used by the school

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Examinations Officer and reviewed by the Senior Leadership Team
- The Headteacher will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require

Prepared by: Examinations Officer

Reviewed by: Assistant Headteacher

Approved by: SLT and School Governors

Qualifications Offered

Challney High School for Girls offers a range of qualifications. The subjects, awarding organisations and levels will be decided by the Head of Curriculum in consultation with the Head Teacher and Senior Leadership Team (SLT). If there has been a change of syllabus from the previous year or a new course offered the Examinations Officer must be informed by the Senior Leadership Team.

The Examinations Officer will complete a check of awarding organisations, qualifications and specifications by the end of the first term.

Examination Seasons

The main external examination period is the Summer Term in Year 11. However external exams can also be taken at other times as per the requirements of qualification specifications and at the request of Department Leaders in consultation with SLT and the Examinations Officer.

The Examinations Officer will set internal examination timetables at times agreed by SLT. Internal examinations will fit around any external examinations and will be conducted under examination conditions.

Once agreed by SLT, the Examinations Officer will circulate examination timetables for both external and internal exams.

The Examinations Officer is responsible for setting procedures and deadlines for staff to enable the school to meet deadlines for the awarding organisation. Where a teaching department fails to meet these deadlines, they will be charged any relevant late fees.

Entries

The Exams Officer will liaise, in writing, with all Subject Leaders regarding entry deadlines

The Examinations Officer submits all registrations and entries to the awarding organisations.

The Heads of Departments will collate and check entries for individual subjects.

The Subject Leaders must inform the Exams Officer when registrations are needed at the start of a course or certification required at the end of a course.

An entry statement will be given to each candidate for them to check all personal details and entries. The candidate and parent/carer will sign a reply slip to advise they are happy with the entries being made. If a candidate is unhappy about their entries they should refer to the relevant Department Leader.

External Candidates

Entries are not accepted from external candidates and the school have not advised the awarding organisations that they are an 'open centre'. In some instances, exceptions may be made and these will be discussed with the Head of Centre.

Late Entries, Amendments and Withdrawals

Any teacher who wishes to enter, withdraw or amend entries after the entry deadline must fill in a request form, get the approval of their Department Leader and submit this to the Head of Curriculum and Examinations Officer. If required a letter will be sent to parents/carer. Depending on the reason, any fees incurred will be charged to the candidate or relevant department.

Any requests by a candidate or parent/carer to make an exam entry, to change a tier or make a withdrawal must be dealt with by the relevant Department Leader.

Candidate Involvement

It is the responsibility of candidates to check that their personal details and entries are correct on their statement of entries. If an error is found in personal information they must provide documentary evidence to the School Office before changes will be made.

Parents/carers are kept informed of the exams their daughters are entered for in the main season and are asked to sign a form to accept them. Parents and candidates are kept informed of decision made about subjects by consultation days, parents' evenings, letters home and phone calls.

Late entrants to the school are responsible for providing information concerning any GCSE modules/examinations already taken at the admission interview.

Fees

All normal entries are free of charge to candidates. They will be charged at cost for late entries, amendments, resits or failure to attend an examination without a good cause and withdrawals due to coursework/controlled assessment irregularities.

Access Arrangements and Special Needs

The Head of Learning Support is responsible for defining the existence of special needs in the case of any candidate. They are responsible for the measurement and official certification of need. They will liaise with the Examinations Officer who will submit applications to the awarding organisations in accordance with their deadlines. The Head of Learning Support will provide documentation for the Examinations Officer to support any request for access arrangements. If any staff, (including Heads of Language and Behaviour Support) feel that access arrangements are needed for any of their pupils they should discuss the matter with their Department Leader, who will then liaise directly with the Head of Learning Support.

Requests for the use of bilingual dictionaries will be dealt with directly by the Head of Language support in conjunction with the Examinations Officer. Any special arrangements applied for will reflect the candidate's usual way of working. The Head of Learning Support will inform the candidates of the measures put in place for them and provide relevant staff as readers, scribes etc. The Head of Learning Support will ensure that written approval is given by parent/student.

Candidate Briefing

All relevant examination procedures and regulations will be distributed to candidates.

Candidates should contact their form tutor, Head of Year or Examinations Officer if they have queries. Queries concerning course content should be referred to their subject teacher or department Leader.

Timetabling

The examination timetable for both internal and external exams is produced by the Exams Office.

The scheduling of internal exams is decided by consultation with SLT and the yearly calendar. Internal Exam timetables are distributed via teaching staff and tutors for dissemination to their pupils. These are overall, not individual, timetables.

The scheduling of external exams is decided by the awarding organisations. The external exam timetable will be distributed to all staff as early as possible. Individual external exams timetables will be distributed to all candidates before the Easter holidays.

Clashes

The Exams Office will be responsible for identifying and resolving clashes.

Invigilators

Internal and external exams will be invigilated by external invigilators and internal support staff. The recruitment of invigilators is the responsibility of the Examinations Officer in conjunction with the Headteacher and Human Resources. Centre administration will secure the necessary DBS clearance for new invigilators.

The Examinations Officer will arrange training for new invigilators and update briefings for experienced invigilators. A record of this training will be available for JCQ inspection.

An Invigilation Handbook will be issued to all invigilators. This will be reviewed and updated annually.

For external written exams the required invigilator to candidate ratio will be followed.

For practical exams the required invigilator to candidate ratio will be followed.

The Examinations Officer will timetable invigilators in advance of exams. Where an invigilator cannot cover an examination booking or has to cancel at short notice they should contact the Examinations Officer as soon as possible.

Invigilator timesheets will be handled by the Examinations Officer and Human Resources.

Rates of pay are decided by Chiltern Learning Trust.

Paper Receipt and Storage

Reception and the Site Team will inform the Examinations Officer as soon as any exam materials arrive in the Centre. The Examinations Officer will sign for all secure deliveries and enter them on the incoming exams post log. Exam materials will be stored securely and checked as soon as possible.

The Exams Officer holds keys to the room containing the secure storage. The School Manager and Data Manager also hold a set.

Examination Rooms

The Examinations Officer books rooms for written exams. The site agents will set out rooms for written exams. The Exams Office will keep the site agents informed about numbers of desks, chairs and other furniture required.

The department whose exam it is will be responsible for ensuring that any necessary materials and equipment are present.

The Examinations Officer creates seating plans and candidate cards for each examination sitting as required. All appropriate notices will be displayed inside or outside the room as required.

Other rooms for external exams such as MFL orals, Art & Design subjects will be booked by the Examinations Officer via the room booking system or Admin Office. Such rooms must be suitable and comply with JCQ or awarding organisation regulations, in particular that walls are free of any display materials which could be helpful to candidates.

Examination Procedure

Candidates must wear school uniform at all times.

Members of teaching staff and the year team staff as appropriate will assist with entry into the exam room for identification purposes and any headscarf or arm checks. School staff should not enter the exam room unless authorised by the Examinations Officer or Headteacher.

To verify the identification of all candidates, a photocard (showing the most recent school photograph, legal name, candidate number and date of birth) will be placed on desks. These cards will be checked as the attendance register is completed.

Unauthorised items will be collected from candidates before they enter the exam room.

It is the responsibility of each department to make sure that the candidates are informed as to any equipment they will require for the exams and that calculators conform to the awarding organisation's criteria.

No food and drink will be allowed in the exam room except water in see through bottles with the labels removed. Any exception must be authorised by the Exams Officer.

If a candidate fails to attend the start of an exam, a member of the year team or school reception will attempt to contact them immediately.

If a candidate arrives late for an exam they must report to the Examinations Officer before they enter an exam room. The relevant regulations of the awarding organisation will be followed depending on how late the candidate arrives. Any necessary paperwork will be completed and sent to the awarding organisation.

Candidates are not allowed to leave an examination early. 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.

Starting the Examination

The Examinations Officer will appoint invigilators to start and finish all exams.

For all JCQ exams, a copy of the yellow JCQ 'ICE' book must be in the main exam room. All required posters and notices will be displayed as per JCQ regulations.

For all other exams, the relevant awarding organisation regulations will be followed.

Papers may not be removed from the exam room except those collected for candidates with access arrangements. Invigilators conducting exams for candidates with access arrangements will collect their papers from the Examinations Officer.

Last minute special considerations will be dealt with by the Examinations Officer.

During the Examination

The invigilator who starts the exam or another appointed invigilator will be in charge of the exam room. The procedure for contacting the Examinations Officer, subject staff or medical assistance is via the school reception.

All papers and materials will be collected before the candidates leave the exam room. All spare papers will be stored until the following day.

Special Consideration

Any requests for special consideration should be submitted to the Exams Officer. This is usually via a member of the year team, and will be accompanied by the relevant evidence e.g. medical certificate or letter. The Exams Officer will deal with submitting all special consideration requests as per the awarding organisations policy.

It is the responsibility of teaching/pastoral staff, parents and/or candidates to make sure that the Exams Officer has the facts. All medical certificates should be handed in to the Examinations Officer as soon as possible after an exam.

Further information is contained in the school's 'Special Consideration Policy'.

Internal Assessments

It is the responsibility of the Department Leader to ensure that their staff and candidates are aware of the deadlines for submission of coursework, controlled assessments, non-examination assessments, portfolios etc.

Each department is responsible for marking and moderating / standardising / verifying their own subject.

The school has both an Internal Appeals Policy and an Appeals Procedure.

The Examinations Officer is responsible for submitting and dispatching all internal assessment marks and samples as per each awarding organisations policies and guidelines. A record will be kept of what has been sent and when.

All moderator requests for samples must come via the Exams Officer. Any member of staff who has received direct communication must send a copy to Examinations Officer immediately.

Results

All staff and candidates will be informed of all results dates and procedures.

For GCSE results day:

- The Examinations Officer will securely download and prepare all candidate results on the advertised date.
- The following day, candidates will receive an envelope containing the awarding organisation printouts and a school results summary.
- Candidates may collect and sign for their results in person during the advertised times, or have them posted to their home address by submitting a SAE to the Examinations Officer at the end of the summer term.
- If a candidate nominates someone to collect their results, they must provide a signed letter giving details. The person collecting must show photo ID.
- The Examinations Officer will be present to deal with all candidate, parent and teacher enquiries.
- The Examinations Officer and Assistant Headteacher will be responsible for the analysis of results.
- The Headteacher and CLT will deal with any press statements.
- Arrangements for the school to be open on results day is the responsibility of the Head of Centre and School Manager, who will liaise with the Site Team.

Other exam and assessment results during the year will be downloaded and communicated to staff and candidates in a timely manner, following awarding organisation policies and guidelines.

Enquiries about results (EARs) and Access to scripts (ATS)

An EAR form detailing the services available and costs will be included with the candidate results.

School requests for EARs will be made at the discretion of the Department Leaders and approved by SLT. Candidate permission will be requested in writing before any requests are submitted to the awarding organisation. Payment will be made by the school.

Where a candidate has made a request for an EAR, they will need to sign a form acknowledging that their results may go down as well as up before a submission is made. Payment must be made in full by the candidate before any requests are submitted.

Any copy exam scripts to be used for teaching purposes must be agreed with the student before they are requested.

Dates and costs for all Post Results Services are published by each awarding organisation.

Certificates

These will be distributed to candidates on an evening in the Autumn Term to be decided by SLT. Certificates must be collected in person and signed for. Certificates can be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates will also be available for collection from the school by prior arrangement.

The centre is only obliged to keep uncollected certificates for one year. After this time, they can be securely shredded if a record is kept.

Personnel

CLT procedures will be used for appointing an Examinations Officer. The Assistant Headteacher (Assessment) will be the line manager of the Examinations Officer and they will meet on a regular basis.

The Examinations Officer will attend staff meetings etc. when required. On all other occasions the Assistant Headteacher (Assessment) will represent the Exams Officer.

Escalation process

Any issues will initially be escalated by the Examinations Officer to their line manager, the Assistant Headteacher (Assessment). These will then be escalated to the Headteacher and other members of the senior leadership team as appropriate.

Should the Assistant Headteacher (Assessment) or Headteacher be absent, any issues will be escalated to a Deputy Headteacher.

This policy will be reviewed regularly.