



CHATHAM & CLARENDON GRAMMAR SCHOOL

Examination Policy

1. Introduction

The purpose of this Examination Policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- 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. Students will be made aware of the existence and location on the school website of the Examination Policy.

The Examination Policy will be reviewed every two years by the Examinations Manager and signed off by the Headteacher, Senior Leadership Team (SLT) and Governors.

2. Examination Responsibilities

The Headteacher, having overall responsibility for the school as an examination centre, is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected Malpractice in Examinations and Assessments: Policies and Procedures.

The Examinations Manager has responsibility for managing the administration of public examinations, main duties as follows:

- Advises the Senior Leadership Team, Heads of Department, Subject Teachers and other relevant support staff of annual examination timetables and application procedures as set by the various Awarding Bodies.
- Advises School Administration 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 are informed of and understand those aspects of the examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.

- Despatches to Awarding Bodies data on estimated entries received from Heads of Department.
- Maintains systems and processes to support the timely entry of candidates for their examinations and limit late fees.
- Receives, checks and stores securely all examination papers and completed scripts.
- Administers, with SENCo if required, Access Arrangements including applications for special consideration using the appropriate JCQ guidance.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditure relating to all examination costs/charges.
- Line manages Examinations Assistant(s)
- Line manages the team of Examination Invigilators responsible for the conduct of examinations, including organising their recruitment, training and monitoring
- Submits candidates' coursework marks, tracks despatches, and stores returned coursework and any other material required by the appropriate Awarding Bodies correctly and on schedule.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with Heads of Department any appeals/remark requests.

Teachers are responsible for:

- Identification of and referral to SENCo of Access Arrangement requirements (as soon as possible after the start of the course).
- Submission of candidates' names and all other information requested by Examinations Manager, within notified internal deadlines.

The SENCo is responsible for:

- Testing of candidates to identify requirements for Access Arrangements.
- Provision of additional support - with spelling, reading, mathematics, for dyslexia or essential skills, hearing impairment, English for speakers of other languages and IT equipment - to help candidates achieve their course aims.
- Providing evidence of need for Access Arrangements.

The Examinations Assistant(s) are responsible for:

- Full details of job description as held by Examinations Manager

Lead Invigilator/Invigilators are responsible for:

- Full details of job description held by Examinations Manager and issued on appointment with updates provided at yearly training.

Candidates are responsible for:

- Confirmation of entries, when requested.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Attending all timetabled examinations and completing coursework to deadlines.

3. Qualifications Offered

The qualifications offered at this Centre are decided by the Heads of Department and the Senior Leadership Team. The Head of Department decides which Awarding Body to use.

The qualifications offered are BTEC, Cambridge Technicals, Extended Project, GCE, GCSE and Level 2 Certificate in Further Mathematics.

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 Manager of changes to a specification is the responsibility of the Heads of Department. If there has been a change of specification from the previous year, the Examinations Manager must be informed by 20th September of the new academic year.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the subject teachers and Heads of Department.

Subjects not taught by the centre

Students wishing to take qualifications in subjects that are not taught by the centre, for example a home language, are required to pay the entry fee, plus any costs incurred for employing native speakers to conduct the speaking tests.

4. Examination Seasons and Timetables

All examinations are held under external examination conditions. All agreed Access Arrangements are implemented for all examinations and controlled assessments.

External examinations are scheduled in November, May and June. Controlled assessments are scheduled as arranged by Heads of Department throughout the academic year.

On-demand tests can be scheduled only in windows agreed between the Examinations Manager and the Head of Department.

Once confirmed, the Examinations Manager will circulate the examination timetable for external examinations.

5. Entries, Entry Details, Late Entries and Registrations

Candidates are selected for their examination entries by the Heads of Department. Candidates or their parents/carers can request a subject entry, change of level or withdrawal. Requests should normally be made to the subject teacher who will inform the Examinations Manager accordingly.

Candidate identities are checked during the initial registration process where a passport photograph is attached to students' admissions documents.

Entry requests from private candidates will only be considered from previous students and where the examination is being taken by students currently attending the school. Private candidates present photographic identification such as a passport or driving licence at the time the entry is made to enable the centre to verify their identity.

The school does act as an examination centre for scholarship examinations and university admissions tests.

The provision of re-sits will be made in consultation with candidates, subject teachers, Heads of Department and the Examinations Manager.

Entry deadlines are circulated to Heads of Department via e-mail/pigeon hole, and reminders sent. Internal deadlines will be set and adhered to; enabling the administrative arrangements to be completed within the Awarding Body deadlines and avoidance of late fees.

Late entries are authorised by Heads of Department or the Examinations Manager.

Registrations for BTEC courses are authorised by the subject's Lead Verifier and completed by the Examinations Manager. Any anomalies in the registration process will be flagged by the Examinations Manager to the Quality Control Nominee. The Quality Control Nominee will investigate and report inaccurate, early, late or fraudulent registrations.

6. Examination and Administration Fees

All initial BTEC, GCSE, GCE and vocational qualifications' entry examination fees are paid by the school.

Re-sit entry fees are paid by the candidate; an administrative charge will be made for each module. The total cost of a re-sit will be the full cost of entry charged by the Awarding Body, plus an administration fee. However where the school initiates the resit, the school will pay.

Full payment **MUST** be received from the candidate before an entry will be confirmed. Individual candidate's circumstances will be considered on application to the Head of the Sixth Form or the Examinations Manager and a payment plan agreed.

Additional late entry or amendment fees are paid by the school, unless they are as a direct result of a candidate or their parents/carers late request.

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 for free amendments by the Awarding Bodies. If requests are made due to administrative error on the part of the department, then the extra charge incurred due to the change will be charged to the department.

Private candidate's entries will be charged at the full cost of entry, at the time of the request, plus a £30 administration fee. Full payment of both **MUST** be received from the candidate before an entry will be confirmed.

7. Disability Discrimination Act

All centre staff must ensure that the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006 are met. The DDA introduced measures 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.

For examination purposes the centre will meet the disability provisions under the DDA (or the Equality Act 2010), by ensuring that the Examinations Centre is accessible and that no candidate is disadvantaged or advantaged when taking examinations, due to their individual needs. This is the responsibility of the Headteacher, Examinations Manager and SENCo.

8. Access Arrangements

The SENCo will inform subject teachers of known candidates with special educational needs who are embarking on a course leading to an examination. Subject teachers should inform the SENCo of any candidate they consider may have special educational needs attending their course. The SENCo will inform staff and candidates of any special arrangements which may be granted during the course and in the examination, as detailed in an Individual Education Plan (IEP).

A candidate's access arrangements requirement is determined by the SENCo and Educational Psychologist/Specialist Teacher, as necessary.

The administration for special arrangements for candidates in examinations is the responsibility of both the SENCo and the Examinations Manager. The responsibility for ensuring that the necessary arrangements, including invigilation and support for access arrangement candidates, are in place as follows:

- External Examinations: Examinations Manager.
- Internal Examinations: Examinations Manager.
- Controlled Assessments: Subject Teacher completing the task, Examinations Manager and SENCo will give guidance as requested.

Submitting completed Access Arrangement applications to the Awarding Bodies is the responsibility of the Examinations Manager, with the required documentation being supplied by the SENCo before any application can be made. All candidates will complete a Data Protection form giving permission for the Examinations Manager to share information with the Awarding Bodies.

All applications and supporting documentation will be held by the Examinations Manager and will be available at all examination sites for inspection as required under the JCQ regulations.

9. Alternative Site Arrangements

All applications will be held by the Examinations Manager.

10. Contingency Planning

Contingency planning for examination administration is the responsibility of the Examinations Manager and is part of the School's contingency plan (Examination Contingency Plan attached).

11. Managing Invigilators

External trained staff are used to invigilate external examinations. Recruitment and training of invigilators is the responsibility of the Examinations Manager. Invigilators rates of pay are set

by the Senior Leadership Team.

The Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the School Personnel Manager. DBS fees for securing such clearance are paid by the school.

12. Malpractice

The Headteacher is responsible for investigating suspected malpractice. The centre follows the Policies and Procedures for Suspected Malpractice in Examinations and Assessments set out by the JCQ. Please see the school website for BTEC policies and procedures for malpractice.

13. Examination Days

The Examinations Manager will book all examination rooms after liaison with other users and provide the question papers, examination stationery and other materials required.

All examinations will be conducted in accordance with JCQ guidelines.

Site management is responsible for setting up the allocated rooms.

Subject teachers may be present at the start of the examination to assist with identification of candidates but must not look at any of the question papers, if any person looks at them then they **MUST** stay for the first hour of the official examination start time (i.e. until 10am or 2.30pm) or the whole duration of the examination if less than 60 minutes in accordance with JCQ guidelines.

In practical examinations, subject teachers may be on hand in case of any technical difficulties.

Unused papers will be distributed to Heads of Department once scripts have been despatched to examiners or awarding bodies.

14. Special Consideration

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre, the Examinations Manager, or the Examination Invigilator. The candidate must support any Special Consideration claim with appropriate evidence within three days of the examination, for example by providing a medical note.

Should an incident occur within the examination room with the knowledge of the examination staff then it will be the responsibility of the Examinations Manager to arrange and provide evidence, for the application for Special Consideration.

The Examinations Manager will forward a completed Special Consideration form to the relevant awarding body within seven days of the examination in accordance with JCQ guidelines.

15. Candidates

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices will apply at all times.

Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.

Private candidates provide photographic identification such as a passport or driving licence to verify enable the invigilators to verify their identity.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full examination time at the discretion of the Examinations Manager or Lead Invigilator. Candidates may only leave the examination room for a genuine purpose and are required to return immediately to the examination room. They must be accompanied by an invigilator at all times.

If a candidate is NOT present at the start time of an examination, attempts to contact them will be made. If the candidate arrives up to 1 hour after the official start time, or within the time of the examination if less than 60 minutes, then the candidate will be allowed to sit the examination for the full examination time provided invigilation requirements can be met. If the candidate arrives after the 1 hour then ONLY in exceptional circumstances will the candidate be allowed to take the examination. If the examination is taken, a full explanation of the reason for the lateness will be submitted to the relevant Awarding Body for their consideration as to whether they will accept completed script in accordance with JCQ guidelines.

16. Internally Marked Assessments

It is the duty of Heads of Department responsibility to ensure that all internally marked assessments are ready for despatch at the correct time. The Examinations Manager will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Examinations Manager by the Heads of Department.

17. Internal Appeals

Candidates who wish to appeal against a mark received, should discuss it with their subject teacher. If this does not satisfactorily resolve the matter then the candidate should put their concerns in writing to the Head of Department for their consideration. If the matter cannot be resolved then the normal school appeal procedures will apply. (Internal Appeals Procedure attached).

18. Controlled Assessment and Non-Examination Assessments

A separate Controlled Assessment Policy and Non-Examination Policy is attached.

19. Results

Candidates will receive individual result slips on results' days, either in person at the School or by post to their home address.

Arrangements for the school to be open on results' days are made by the Headteacher. The Examinations Manager will be present on results days. The provision of other staff on results days is the responsibility of the Headteacher.

20. Enquiries About Results (EAR)

All administration procedures for an EAR to the Awarding Bodies must be completed by the Examinations Manager, after the request and payment has been received.

Please note the candidates signed consent is part of the request form and the EAR will NOT be processed without it.

Details on how to apply, deadline dates and administrative costs for enquiries about results are available from the Examinations Manager.

It is the candidates and/or subject teachers' responsibility to decide whether there are reasonable grounds for believing there has been an error in marking, to apply for an EAR and to complete the request form including signed consent.

All parties should be aware that an EAR can mean that the marks go down as well as up and that the EAR result replaces the original one and can only be further challenged under exceptional circumstances.

Consideration should be given as to whether a copy of the script should be requested before EAR – see below.

Normally it is the candidate or their parent/carer who pay for the administration costs for a remark.

If the enquiry results in an improved grade for the overall qualification, then the charge will be refunded.

If the subject teacher in consultation with the Head of Department believe that the school should request an EAR, then the candidate's signed consent MUST be obtained. The cost of the EAR is then normally taken from the department budget.

NB: Should the Head of Department feel that there has been an anomaly with a particular GCE unit marks, then consideration should be given to requesting a number of copies of scripts first, in order to help to determine whether an EAR, or several, should be made at the Centre's expense – see below. The cost of any subsequent remark is then normally taken from the Department budget.

21. Access to Scripts

After the release of results, candidates and subject teachers may request the return of scripts or copies.

Requests for copies of GCE scripts required in time to make an EAR, have a very tight deadline, normally within a week of the results – candidate consent is not required.

Requests for copies of scripts must not be made for a candidate who may be requesting a Priority 2 Remark (University place dependent on remark result).

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE remarks cannot be applied for once a script has been returned.

22. Certificates

Certificates are collected and signed for. Certificates can be collected on behalf of a Candidate by third parties, provided they have been authorised to do so.

Candidates completing A Level qualifications collect their certificates (including GCSEs) from

the Sixth Form Centre.

Candidates completing GCSEs only, collect their certificates from the Examinations Office at the Upper School.

A transcript of results on School headed paper may be issued to a candidate or to a third party with the candidate's request in writing.