



# King Edward's

WITLEY

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## ***Examinations Policy 2020 -21***

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### **The 11-19 Examinations Policy**

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 by the Deputy Head Academic and the Examinations Officer.

### **Examination responsibilities**

#### **The Examinations Officer**

Manages the administration of public and internal exams:

- advises the Senior Management Team and HoD's on annual exam timetables and application procedures as set by the various awarding bodies;
- oversees the production and distribution to staff and candidates of a calendar for all exams in which candidates will be involved and communicates regularly with HoD's concerning imminent deadlines and events;
- maintains systems and processes to support the timely entry of candidates for their exams;
- ensures that candidates and their parents are informed of those aspects of the exam timetable that will affect them;
- informs HoD's of the deadlines for controlled assessments/coursework/NEAs so that they are completed on time and in accordance with JCQ/Cambridge guidelines;

- provides and confirms detailed data on estimated entries;
- receives, checks and stores securely all exam papers and completed scripts;
- administers access arrangements in examinations, in conjunction with the SENCo;
- identifies and manages exam timetable clashes;
- accounts for income and expenditures relating to all exam costs/charges;
- trains the invigilators & teaching staff to invigilate exams;
- returns to HoD's any controlled assessment/coursework and any other material returned by the awarding bodies.

#### IB exam related tasks

- to assist with November re-sits;
- to check and organise examination stationery and papers upon receipt from IBO (April);
- to organise examination venues, invigilation;
- to assist IB Co-ordinator with administration of examinations, starting and finishing examinations;
- to post exam scripts, by a trackable method, to scanning centres, as directed by the IBO;
- to arrange despatch of certificates by post upon receipt from IBO;

#### **Deputy Head Academic**

- organises teaching and learning;
- is responsible for overseeing all matters relating to JCQ/Cambridge examinations and candidates.

#### **IB Co-ordinator**

- is responsible for overseeing all matters relating to IB examinations and candidates.

#### **HoD's are responsible for**

- submission of candidates' names to Exams Officer for exam entries;
- submission of candidates' NEA marks;
- submitting NEA work to moderators;
- submitting estimated grades to the Exams Officer when requested by the Exams Office;
- handling absent candidates for internal examinations on exam day or subsequently;
- informing the Exams Office and Deputy Head Academic of changes to a specification at the beginning of the academic year.

#### **The Sen Coordinator (SEnCo) is responsible for:**

- notification of access arrangements requirements (as soon as possible after the start of the course);
- identification and testing of candidates, requirements for access arrangements;

- making applications for special consideration using the JCQ/Cambridge publications.
- provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages.

**Exams office staff/IB co-ordinator are responsible for:**

- collection of external exam papers and other material from the exams office before the start of the exam;
- collection of all external exam papers in the correct order at the end of the exam and their return to the exams office.

**Candidates are responsible for:**

- confirmation of entries;
- understanding coursework/NEA regulations and signing a declaration that authenticates the work as their own.

## **Qualifications**

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

The qualifications offered are GCSE, IGCSE, AS/A level, and IB.

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 the start of the autumn term each year.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with HoD's.

## **Examination sessions**

Internal examinations and assessments are scheduled in January/February and June.

External examinations and assessments are scheduled in November, January and May/June.

The Deputy Head Academic 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 Management Team (SMT).

## **Timetables**

Once confirmed, the Examinations Officer will circulate the exam timetable for both internal exams and external exams.

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

Candidates are selected for their exam entries by the Heads of Department.

Candidates or parents/carers cannot authorise a subject entry, change of level or withdrawal.

The Centre accepts external entries from recent former candidates only, and at the Head's discretion.

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

Entry deadlines are circulated to Heads of Department via e-mail and a briefing meeting.

Late entries are authorised by Heads of Department/Deputy Head Academic/IB Co-ordinator.

GCSE & IGCSE, A level and IB retakes are allowed.

Re-sit decisions will be made in consultation with candidates and Heads of Department.

## **Examination Fees**

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.

GCSE/IGCSE/A Level/IB entry exam fees are paid by the candidate.

Late entry or amendment fees are paid by the candidate.

Re-sit fees are paid by the candidate.

Candidates can only be reimbursed for any exam fees which can be reclaimed from the board.

The School reserves the right to charge pupils for invigilation charges if they require separate invigilation

## **Equality Act (2010)**

See separate Examinations Disability Policy.

## **Access arrangements**

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo can then inform 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 SENCo.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo.

Invigilation and rooming for access arrangement candidates will be arranged by the Exams Officer.

Support for access arrangement candidates will be organised by the SENCo with the Exams Officer.

## **Contingency planning**

See separate Examination contingency policy.

## **Private candidates**

Managing private candidates is the responsibility of the Examinations Officer. **(Recent former pupils only).**

## **Managing invigilators**

External invigilators and teaching staff are used to invigilate examinations.

Invigilators are timetabled and trained by the Exams Office.

## **Malpractice**

The SMT 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 invigilator(s).

The Facilities Manager is responsible for setting up the allocated rooms.

Examinations Office staff/invigilators will start all JCQ exams in accordance with the guidelines. IB examinations will be started by the IB co-ordinator, or the Examinations Officer

Subject staff may be present outside the venue before the start of the exams to assist with identification of candidates. Subject staff are not allowed to be in the examination room for any part of the IB or JCQ/Cambridge examinations; any queries must be dealt with by the IB co-ordinator, in consultation with the IBO, or the Examinations Officer, in consultation with the relevant exam board

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 Hod's 24 hours after the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start JCQ/Cambridge exams, if required & permitted by the exam boards.

## **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 JCQ, Cambridge, IBO and School guidelines.

Candidates are expected to stay for the full exam time at the discretion of the Exams Officer, and in accordance with JCQ, Cambridge and IBO guidelines

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

Heads of Department are responsible for handling absent candidates for internal examinations on exam day or subsequently.

## **Clash candidates**

The Exams Officer will be responsible as necessary for rescheduling exams, supervising escorts, identifying a secure venue and arranging overnight stays.

## **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 centre, the Exams Officer, the IB Co-ordinator or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam. The Exams Officer/IB Co-ordinator will then apply online to the relevant awarding body within seven days of the exam.

## **Internal Assessments and Appeals**

Please see separate policies

## **Results**

The Examinations Officer arranges for dissemination of JCQ/Cambridge exam results and certificates to candidates and forwards, in consultation with the Deputy Head Academic, any appeals/re-mark or access to scripts requests.

## **Certificates**

Certificates are posted (via DHL) or 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 five years.

A handwritten signature in black ink, appearing to read 'Z Clarke', is positioned above the printed name.

**Z Clarke**

Deputy Head Academic

September 2020

**The policy is reviewed annually**