



Examination Policy

External examinations should be conducted efficiently and in the best interest of our candidates.

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The policy purpose

The purpose of this examination policy is:

- To ensure the planning and management of external examinations is conducted efficiently and in the best interest of our 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 Quinton House School external examination processes to read, understand and implement this policy.

The examinations policy will be reviewed each year by the Headteacher, SLT and the Examinations Officer.

External Examinations - Responsibilities

The Examinations Officer, manages the administration of external examinations and:

- Advises the Senior Leadership Team, subject and class teachers and other relevant academic and support staff on annual examination timetables and application procedures as set by the various awarding bodies.
- Oversees the timely production of a calendar for the external examinations in which candidates will be involved, and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents or carers are informed of and understand those aspects of the external examinations timetable that will affect them.
- Consults with academic staff to ensure that the necessary administrative tasks concerning coursework/controlled assessments are completed on time and in accordance with the Joint Council for Qualifications (JCQ) guidelines.
- Submits detailed data on estimated external examination entries to the relevant awarding bodies.
- Receives, checks and stores securely all examination papers and completed scripts.
- Administers certain access arrangements, working with the SEN and IT department to supply IT equipment and support as appropriate.
- Makes applications for Special Consideration in accordance with the current JCQ regulations.
- Identifies and manages examination timetable 'clashes'.
- Accounts to the Finance Office for income and expenditures relating to examination fees and costs.
- Submits candidates' coursework marks; tracks coursework despatch, and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for the dissemination of examination results and certificates to candidates and forwards, in accordance with academic advice and consultation with the SLT, any post-result appeals/re-mark requests to the awarding bodies.

- Maintains systems and processes to support the timely entry of candidates for their external examinations.

Subject Teachers are responsible for:

- The notification of access arrangement requirements (as soon as possible after the start of the course) to the Learning Support Department.
- Submission of external examination candidates' entry details to Heads of Department for approval and communication to the Examinations Officer.

The SENCO is responsible for:

- The identification and testing of candidates who may require access arrangements.
- Arranging for requirements for access arrangements to be fulfilled.

The Head of Department is responsible for:

- The oversight of any changes to the specifications to be taught and informing the examination officer.
- In conjunction with the parents/carers, select the appropriate level of entry for each candidate.
- Heads of Department in liaison with Subject teachers are responsible for submitting estimated grades when requested by the Examinations Officer.

The Examinations Officer and Invigilation team members are responsible for:

- Ensuring that candidates are supervised whilst waiting to enter examination rooms with the help of a member of the Senior Leadership Team at busy times.
- Setting up examination rooms to JCQ standards.
- Ensuring that candidates enter examination rooms in silence and are seated in an orderly manner.
- Monitoring and supporting the use of word processors or other equipment in examinations.
- Conducting external examinations according to JCQ regulations.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.

Candidates are responsible for:

- Confirmation of external examination entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Correct conduct during the examination.

Qualifications offered

The qualifications offered at Quinton House School are selected by the Headteacher, the Deputy Head (Seniors) and the SLT.

The qualifications offered are GCE, GCSE and IGCSE.

The subjects offered for these qualifications in any academic year may be found in the School's published Options Booklet for that year. If there has been a change of specification from the previous year, the Examinations Officer must be informed as soon as possible.

Examination seasons

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

Timetable

Once confirmed, the Examination Officer will circulate the timetable for external examinations.

Entries, entry details and late entries

Candidates or their parents/carers may request a subject entry, change of level of entry, or withdrawal from an external examination via the relevant Head of Department. The decision about these requests will rest with the Headteacher.

The School accepts entries for external examinations from former pupils only on a case by case basis.

The School does not act as an examination centre for other organisations; or for private individuals.

Examination entry information and deadlines are circulated to Heads of Department via e-mail and the School's internal post system.

Late entries are authorised by Heads of Department.

Re-sit decisions will be made by the parents/carers, SLT members; Heads of Department, and subject as appropriate.

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 that these are made within the time allowed by the awarding bodies.

GCE, GCSE and IGCSE examination entry and re-sit fees are charged back to the candidate's parents/carers. Late entry fees are paid either by the academic department or the candidate, subject to the circumstances.

Fee reimbursements are not sought from awarding bodies for candidates who decide to sit an examination after the late entry/withdrawal deadline; failure to sit an examination; or meeting the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Equality Act

All staff involved with the external examinations at the School must ensure that they meet the requirements of the Equality Act 2010.

The School will meet the disability provisions under the Equality Act 2010, by ensuring that the School is accessible and by improving candidates' experiences. This is the responsibility of the SLT and the SENCO.

Access arrangements

The Learning Support department will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an external examination. They will inform individual staff of any special arrangements that individual candidates can be granted both during the course and in an external examination.

Submitting completed access arrangement applications to the awarding bodies and making appropriate access arrangements for candidates to take examinations is the responsibility of the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

Invigilation and specialist support for access arrangement candidates will be organised by the Learning Support Department.

The use of word processors in examinations is in line with JCQ guidance, and is limited to those pupils who have issues with legibility of writing and/or a diagnosed learning need which requires the use of a word processor. This may also apply to pupils with physical disabilities and long-term or temporary medical conditions. This must also reflect a pupil's normal way of working within the centre and cannot be provided for external examinations only. Any requests for use of a word processor will need to be considered by the SENCO who will establish the learning requirement in consultation with the pupil and teaching staff. The final decision will lie with the SENCO.

Contingency planning

Contingency planning for the administration of external examinations is the responsibility of the Examinations Officer.

External candidates

Managing any 'external' candidates is the responsibility of the Examinations Officer.

Managing invigilators

External staff are used to invigilate external examinations.

The recruitment of a bank of invigilators and securing the necessary Data Baring Service (DBS) clearance is the responsibility of the Examinations Officer

Fees for securing such clearance are paid by the School.

Invigilators are timetabled and briefed by the Senior Invigilator working with the Examinations Officer.

Invigilators' rates of pay are set by the Headteacher.

Malpractice

The Examinations Officer is responsible for investigating suspected malpractice.

If the investigation concerns the Examination Officer then it will be conducted by the Headteacher.

Examination days

The Examinations Officer will book all examination rooms following liaison with other school support staff, and make the question papers, other examination stationery and materials available for the Senior Invigilator and Invigilation Team.

The Site Manager under instruction from the Examinations Officer is responsible for arranging for the setting up of the allocated examination rooms.

The Examinations Officer or Senior Invigilator will start and end all examinations in accordance with JCQ guidelines.

Heads of Department may be present at the start of an examination to assist with the identification of candidates or to clarify specific points about the examination paper but they must not advise on which questions or sections are to be attempted.

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

Examination papers must not be read by subject teachers or removed from the examination room. Examination papers will be distributed to Heads of Department 24 hours after or as soon as is practical beyond the published finish time of the examination.

Candidates

The JCQ and the School'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 School accepts no liability for their loss or damage.

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 Officer or Senior 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 a member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates.

Clash candidates

The Examinations Officer will be responsible for arranging appropriate escorts, secure venues and arranging overnight stays as necessary in accordance with JCQ regulations.

Special consideration

Should a candidate be ill before an external 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 School, the Examinations officer, the Senior Invigilator or another invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate's doctor.

The Examinations Officer will then make an application to the relevant awarding body within seven days of the examination.

Internal assessment

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

It is the responsibility of the Heads of Department to ensure that marks for all internally assessed work and estimated grades are submitted by the internal deadlines set by the Examinations Officer. The Examinations Officer is responsible for ensuring that this information is transmitted to the awarding bodies.

Appeals against any internal assessments must be made by the first day of the Summer Term.

Appeals against internal assessments

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning the internal assessment:

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used.
- The parent /carer must make the appeal in writing to the School's Examinations Officer at least two weeks before the date of the last externally assessed paper of the series;
- The enquiry into the internal process will normally be led by either the Examinations Officer or the Headteacher, provided that neither has played any part in the original internal assessment process;
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The appellant will be informed in writing of the outcome of the appeal, including:

- Relevant communications with the Awarding Body;
- Any steps taken to further protect the interest of the candidates.

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

Results and post-results services: Enquiries About Results (EARs); and Access To Scripts (ATS)

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

Arrangements for the School to be open and the provision of relevant staff on August results days are made by the Headteacher.

EARs

EARs may be requested by centre staff or candidates if there are grounds for believing there has been an error in marking. The parent's written consent is required before any application is made by the Examinations Officer for an enquiry about results.

Under these circumstances, the cost of an EAR will be borne by the parents.

If a result is queried, by a member of staff, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

ATS

After the release of results, candidates may ask the Examination Officer in writing to request the priority return of GCE papers within three days' scrutiny of the results.

School staff may also request scripts for investigation or for teaching purposes, up to the internally published deadline date. For scripts returned for teaching and learning purposes, the written consent of the candidates involved must be obtained and retained by the subject teacher.

Re-marks cannot be applied for once a script has been returned.

Certificates

The school will inform parents when certificates can be collected. Any not collected will be retained for up to one year.