



Ripon Grammar School

Examination Policy

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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 centre's examination processes to read, understand and implement this policy.

1. Examination responsibilities

Head of Centre

Overall responsibility for the school as an examination centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Examinations Officer

Manages the administration of public and internal examinations

- advises the senior leadership team, subject teachers and form tutors and other relevant staff on annual external examination timetables and application procedures as set by the various examination boards
- ensures that candidates and their parents are informed of the relevant examination timetables that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all examination papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages examination timetable clashes
- accounts for income and expenditures relating to all examination costs
- line manages the team of invigilators responsible for the conduct of examinations
- submits candidates' coursework marks, tracks despatch 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 the SLT, any appeals/re-mark requests
- provides the Deputy Head with external examination results for analysis
- maintains systems and processes to support the timely entry of candidates for their examinations.

Deputy head

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- Analysis of examination results

Heads of Department

- Advises examinations officer of subject examination entries
- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer.

Head of Careers

- Guidance and careers information following examination results.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names regarding tier level to heads of department.

SENCO

- Advises the examinations officer of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, IT equipment — to help candidates achieve their course aims.

Invigilators

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Invigilation of examinations in accordance with JCQ Instructions for conducting examinations.

Candidates

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

Administrative staff

- Posting of examination papers.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre, deputy head and the heads of department.

The statutory tests and qualifications offered are GCSE, A-levels, Functional skills. Candidates are able to sit Oxford and Cambridge Admissions tests at the centre.

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 syllabus from the previous academic year, the examinations office must be informed.

3. Examination seasons and timetables

3.1 Examination seasons

Internal examinations are scheduled in January, March, April and June.

External examinations are scheduled in May/June.

Key stage four internal examinations are held under external examination conditions.

3.2 Timetables

The examinations officer will circulate the examination timetables for both external and internal examinations once these are confirmed.

Students will receive a copy of their timetable for both internal and external examinations.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their examination entries by the heads of subject.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre accepts external entries from former candidates only.

4.2 Late entries

Entry deadlines are circulated to heads of department by the examinations officer.

4.3 Retakes

Candidates are able to retake AS-level examinations the following summer.

Retake decisions should be made in consultation with the candidates, head of sixth form and the heads of department.

(See also section 5: Examination fees)

5. Examination fees

GCSE initial registration and entry examination fees are paid by the centre.

AS initial registration and entry examination fees are paid by the centre.

A2 initial registration and entry examination fees are paid by the centre

Late entry or amendment fees are paid by the centre.

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.

Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates.

(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, (See also section 11.2: Enquiries about results [EARs])

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

A candidate's special needs requirements are determined by the SENCO, taking account of any reference to educational psychologist or other specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENCO can then inform individual

staff of any special arrangements that individual candidates may be granted during the course and in the examination.

6.3 Access arrangements

Ensuring completed access arrangement applications are submitted to the awarding bodies is the responsibility of the SENCO.

Making special arrangements for candidates to take examinations is the responsibility of the SENCO and the examinations officer.

Rooming for access arrangement candidates will be arranged by examinations officer.

Invigilation and support for access arrangement candidates will be organised by the examinations officer in consultation with the SENCO.

7. Contingency Planning

Contingency planning for exams administration is the responsibility of the examination officer, Head of Centre and Leadership team.

A copy of the Contingency plan is available via the examinations officer or the school intranet and is in line with the guidance provided by Ofqual, JCQ and awarding organisations.

In the event of major disruption the centre will refer to the OFQUAL Exam system contingency plan: England, Wales and Northern Ireland.

8. Managing invigilators and examination days

8.1 Managing invigilators

External invigilators will be used for external examination supervision.

The recruitment of invigilators is the responsibility of the examinations office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

CRB fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the examinations office.

Invigilators' rates of pay are set by the centre administration.

8.2 Examination days

The examinations officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms in accordance with JCQ guidelines.

The lead invigilator will start all examinations in accordance with JCQ guidelines.

Senior members of centre staff may be present at the start of the examination to assist only where specifically approved by the head of centre in accordance with JCQ guidelines.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to heads of department at the end of the examination session.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The examinations officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

The examinations officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

9.3 Special consideration

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the examination invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.

The examinations officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

10. Centre Assessed Marks

10.1 Non-examination Assessment

Heads of Department will ensure all coursework is ready for despatch at the correct time and the examinations officer will keep a record of what has been sent when and to whom.

Marks for all non-examination assessments are provided to the examinations office by the heads of department.

10.2 Reviews of Marking – Centre Assessed Marks

Candidates may request a review of the centre's marking of non-examination assessments. There is a separate policy available from the examinations office or on the school website.

11 GCSE Non Examination Assessment

Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions. (See separate Risk Assessment Process for Controlled Assessment).
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments.
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of controlled assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

Heads of Department

- Decide on the awarding body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication, '*Instructions for conducting controlled assessments*'.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.

- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the examinations office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

Examinations Office

- Enter students for individual units whether assessed by controlled assessment, external examination or on-screen test, before the deadline for final entries.
- Where confidential materials are directly received by the examinations office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use, and collect and send marks to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

Special educational needs coordinator/additional learning support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

12. Results, enquiries about results (EARs) and access to scripts (ATS)

12.1 Results

Candidates will receive individual results slips on results days in person at the centre. If necessary candidates may request prior to results day that results are posted to their home addresses (candidates to provide sae).

Results will not be provided via email or telephone

The school will be open on results days and the examinations officer will be present.

Subject and sixth form staff will be available to discuss results with students.

12.2 Enquiries about Results

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

A candidate may apply to have an enquiry carried out at their expense. (See section 5: Examination fees)

12.3 Access to Scripts

After the release of results candidates may request a priority photocopy of their script

If a result is queried, the examinations officer, teaching staff and head of centre may investigate the feasibility of asking for a re-mark at the centre's expense.

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

GCSE/GCE re-marks cannot be applied for once a script has been returned.

12. Certificates

Certificates are collected and signed for.

Certificates may be withheld from candidates who owe fees.

The centre retains certificates for a minimum of one year in accordance with awarding body guidelines.

Head of centre

Examinations officer

Date: 5th February 2018

The policy is next due for review on 05/02/2020.