



# **South Bromsgrove High Examinations Policy**

**Adopted by the Governing Body  
Reviewed by the Governing Body  
Next Review  
Policy responsibility**

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Examinations Officer**

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## **Contents – Exams Contingency Plan**

1. Purpose of the Plan
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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.

This exam policy will be reviewed every year by the exams officer.

## 1. **Exam responsibilities**

### 1.1 **Headteacher**

Overall responsibility for South Bromsgrove High School as an exam centre and may be described by awarding bodies/JCQ as Head of Centre:

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

### 1.2 **Deputy Headteacher with Responsibility for Curriculum**

- Organisation of teaching and learning
- External validation of courses followed at key stage 3, 4 and 5 with respect to Ofqual's qualifications framework

### 1.3 **Exams Officer**

Deals with the administration involved with public and internal exams, including but not limited to:

- ensuring the production and distribution to staff, governors and candidates timetables for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines, events and application procedures as set by the various exam boards where appropriate.
- receives, checks and stores securely all exam papers and completed scripts.
- Liaises with SENCO and Special Needs TA for 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.
- accounts for income and expenditures relating to all exam costs/charges.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Principal and/or the candidate, any appeals/review requests in line with JCQ regulations.
- maintains systems and processes to support the timely entry of candidates for their exams.
- line manages the senior exams invigilator in organising the monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures examination rooms meet JCQ standards.
- Deals with any issues arising from/during actual examinations, eg disciplinary actions.
- Ensuring candidates are aware of and adhere to the School's expectations and JCQ regulations when sitting examinations.

### 1.4 **Subject Leaders**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of non examination assessment mark sheets and declaration sheets as required, ensuring deadlines are met for these procedures.

- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

### 1.5 Head of Careers

- Guidance and careers information.

### 1.6 Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to subject leaders.

### 1.7 SENCO and Special Needs TA

- Administration 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, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- Provision of TA's to cover where there is a need for scribes, readers and prompts.

### 1.8 Data Administrator

- Recruits invigilators.
- Books invigilators as determined by the exam timetables.
- Works with the Examinations Officer and assists with day to day administration of exam sessions.

### 1.9 Cover Co-ordinator

- Re-routes classes as required where a classroom is required for an examination

### 1.10 Lead Invigilator/Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Recording of any disturbances and reporting them to the Exams Officer.

*Refer to SBHS Handbook for Invigilators for full duties*

### 1.11 Candidates

- Timely attendance of examinations in line with the expectations set out by the Head of Year as communicated by the Exams Officer
- Understanding assessment regulations and signing a declaration that authenticates all controlled assessments as their own.

## 2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Headteacher, Deputy Headteacher with responsibility for Curriculum and subject leaders.

The statutory tests and qualifications offered are AS, A Level, L3 Financial Studies, GCSE, Functional Skills, Cambridge National, FSMQ, L3 Core Maths, Edexcel Award, HSLA, BTEC and Technical Award.

The subjects offered for these qualifications in any academic year may be found in the centre's Curriculum Policy for that year, available on the School website. If there has been a change of syllabus from the previous year, the exams office must be informed by 18 September.

### 2.1 At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

### 2.2 At Key Stage 5

Level 3 qualifications include A Level, BTEC, LIBF, HSLA and Core Maths.

## 3. Exam Seasons and Timetables

### 3.1 Exam Seasons

External exams are scheduled in November, January and June, with BTEC and LIBF external assessments being undertaken throughout the year.

Internal exams are scheduled throughout the year. All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Deputy Headteacher with responsibility for Curriculum and subject leaders.

### 3.2 Timetables

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

## 4. Entries, Entry Details, Late Entries and Retakes

### 4.1 Entries

Candidates are selected for their exam entries subject leaders and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal. This request must be via the subject teacher initially and with their agreement.

The centre accepts external entries from former candidates, staff and occasionally relatives of staff only.

### 4.2 Late entries

Entry deadlines are circulated to subject leaders by email with the list of entries for checking.

Late entries are authorised by subject leaders.

### 4.3 Retakes

Maths and English GCSE retake decisions are made by the Heads of English, Maths and Director/ Assistant Director of 6<sup>th</sup> Form.

6<sup>th</sup> Form students are allowed retakes in L3 BTECs on production of a resit form that has been signed by their subject teacher and forwarded to the exams office with the appropriate fee.

(See also section 5: Exam fees)

## 5. Exam Fees

Initial registration and initial entry exam fees are paid by the centre for all qualifications. GCSE and L1/L2 BTEC retakes will be paid by the Centre if requested by the subject leader before the deadline specified by the exams officer.

Late entry or amendment fees are paid by the departments except where a candidate is new to the School, when the Centre will pay.

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 may be sought from candidates who fail to sit an exam or meet the necessary coursework/controlled assessment requirements. This fees reimbursement will be communicated in writing to candidates and parents/carers of Year 11, 12 and 13 pupils in February/March.

L3 BTEC retake fees are paid by the candidates. (See also section 4.3: Retakes). This includes any late fees that may be incurred. Eligible students, eg pupil premium students, may seek payment via the school bursary – this is decided by the Director of 6<sup>th</sup> Form.

Candidates must pay the fee for an enquiry about a result unless the Centre requests the enquiry. (See also section 11.2: Enquiries about results [EARs]) where the awarding body would charge the Centre.

## 6. **The Equality Act 2010, special needs and access arrangements**

### 6.1 **Equality Act**

The Equality Act 2010 extends the application of duty recognition to disabled candidates for general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. Detailed information can be found in the School's Disability Equality Scheme Policy and Special Educational Needs Policy.

#### **Special Needs**

A candidate's special needs requirements are determined by the SENCO, doctor and the educational psychologist / specialist teacher.

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 the exams officer and appropriate individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### 6.2 **Access arrangements**

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO, although the administration is dealt with by the Special Needs TA.

Rooming for access arrangement candidates will be organised by the Exams Officer in line with the information provided by the Special Needs TA and the SENCO.

## 7. **Managing invigilators and exam days**

### 7.1 **Managing invigilators**

External invigilators will be used for exam supervision.

The recruitment of invigilators is the responsibility of the Data Administrator.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Personnel Manager.

DBS fees for securing such clearance are paid by the centre. Invigilators are timetabled and briefed by the Data Administrator.

Invigilators' rates of pay are set by the centre to reflect different levels of responsibility, i.e. Lead in Large room, Small Lead, Support Invigilator.

## **7.2 Exam days**

The exams officer will book all exam rooms and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

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

Subject staff may be present at the start of the exam only and then only to assist with identification of candidates. Staff must not communicate with candidates – this includes reminding candidates which questions are to be attempted.

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

Exam papers must not be read by subject staff or removed from the exam room before the end of a session. Papers will be returned the exams office and in turn distributed to heads of department/faculty once all the papers for that examination have been processed.

## **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. The minimum requirements will always adhere to JCQ regulations.

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

Attendance Officers will contact candidates who are late for their exams.

### **9.2 Clash candidates**

The Exams Officer and Data Administrator will be responsible as necessary for identifying escorts and a secure venue.

### **9.3 Special consideration**

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

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

The exams officer will then request special consideration with the relevant awarding body online.

## **10. Non examination assessment and appeals against internal assessments**

### **10.1 Internally Assessed work**

Please see Non Examination Assessment Policy for full details.

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Subject leaders will ensure all work and marks for all internally assessed work is despatched at the correct time.

### **10.2 Appeals against Internally Assessed Marks**

The centre is obliged to publish a separate procedure on this subject, which is distributed to all pupils in the Autumn term. This is also available from the Exams Office.

The main points are:

- Candidates will be informed of their internally assessed mark by the teacher
- appeals will only be entertained if they are against the assessment process and not against the mark submitted to the awarding body
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing no later than two weeks before the last exam in the series to the Exams Officer.
- The Headteacher will appoint a senior member of staff who will decide whether the process used conformed to the necessary requirements
- the investigator's findings will be notified in writing.

## **11. Results and Post Results Services**

### **11.1 Results**

Results can be received by candidates in the following ways:

- on results days in person at the centre
- on results days by a person with a letter from the candidate confirming they can receive results on their behalf
- by post to their home addresses where an sae has been provided
- on the secure MCAS site accessible by parents – password required
- Uncollected results and other results day documentation will be posted out at the end of Results Day

The school endeavours to release all external examination results for all year groups on the same day.

Arrangements for the school to be open on results days are made by the Director of 6<sup>th</sup> Form

The provision of staff on results days is the responsibility of the Director of 6<sup>th</sup> Form.

### **11.2 Post Results Services**

Services available are:

- *Review of marking* – requested where it is believed there has been an error in marking
- *Priority review of marking* – only available if a place in higher education is dependent on outcome
- *Photocopy of a reviewed script* – this should be requested at the same time as the review

- *Priority Photocopy* – to examine a script to decide if a review of marking is appropriate
- *Access to scripts* – useful if resitting – also for teaching and learning purposes
- *Review of moderation* – only available for internally assessed units where the centre marks have been changed by the moderator – only available for all the cohort and so only the school can request these - not available to be requested by an individual student or parent.

For details on how our School processes Post Results Services, please see our Post Results Services Policy.

## 12. **Certificates**

Certificates are presented in person.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for at least one year after presentation assembly.

## **Examinations Contingency**

It is now a requirement for Centres to show a written contingency plan be readily available to minimise risk to the examination administration, including the absence of the examinations office. Please refer to the School's Exams Contingency Plan.

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Head of Centre (Headteacher)

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Exams Officer

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Date

This policy is due for renewal in the Autumn Term of 2021