

ALFRISTON SCHOOL – EXAMINATION POLICY

Accountability of Curriculum Areas

The Curriculum Area Manager (CAM) should take responsibility for exam entries, withdrawals and any communication between themselves and the exams officer.

The CAM's need to alert the Exam Officer of an intention to enter students for exams, in reasonable time for those entries to be made

It is considered extremely important that each departmental area plays a full part in preparing students for examinations. Practice/Mock exams are an integral element in this process.

External Exams

General

The Exam Officer together with a member of the SMT are responsible for the organisation and conduct of all external exams.

1. Final confirmation of entry numbers and levels will be made with the CAM.
2. All exam papers will be counted in by the Exam Officer or a member of the SMT then locked away.
3. No exam papers can be removed from the exam room before the end of a session.
4. All exams will be conducted according to the rules laid down by exam boards and within the start and finish times determined by the board.
5. Any misconduct or irregularity must be reported to the Exam Officer as soon as possible, who will then inform the exam board concerned.
6. The Exam Officer or a member of the SMT will collect in all exam papers at the end of any exam, and placed in relevant bags then sealed for collection in the presence of another invigilator.
7. Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.

Statements of Entry

Statements of entry will be issued to all students and their parents/guardians, indicating which subjects they are to be entered for, and at which level. These statements will have a pro-forma to be returned, which parents should sign, indicating that the student will attend all exams for which they have an entry; at risk of the cost of entry should they fail to attend.

Entries

All candidates will be entered by the due date set by the board. It is the responsibility of the CAM to ensure that the correct lists are given to the Exam Officer.

For modular subjects (Science), the CAM is responsible for ensuring that exam entries are prepared and sent off by the Exam Officer on time.

Amendments

Amendments may be made up to mid April (exact date set by exam board each year) without charge. Any amendments made after this date will be charged to individual departments except in exceptional circumstances. At the end of April, or whenever amendment documentation is sent by exam boards, final exam-board statements of entry will be issued, stating the date, start time and duration of each component of each exam. Final lists are to be checked by CAM.

Study Leave

In order to prepare students adequately for exams, study leave will not be granted.

Exam Conduct

Strict behaviour guidelines will be issued for all external exams. The guidelines will spell out penalties for failure to adhere to the guidelines. They will be re-issued at the end of April, with clear indication that the exam boards will be informed of any rule infringements. It will also be made clear that mobile phones are not allowed in the exam venue. Should a mobile phone disrupt an exam or should a student be found with a mobile phone in their possession, the exam board will automatically be informed, and a mark of zero will automatically be awarded in that exam.

Uniform & Equipment

Any equipment brought must be clearly displayed on the desk. Pencil cases are not allowed on the desk. Calculators are provided by school. Water bottles with no labels are allowed, provided they have a non-spill top. Uniform must be worn.

Punctuality

Punctuality at exams is essential. Morning exams begin at 9.10am, afternoon sessions at 1.30pm (unless previously informed of a change of start time). Should a student be more than 30 minutes late, the Headteacher reserves the right not to allow that student to sit the exam. All lateness must be reported to the relevant exam board via the official forms.

The Exams Officer should be informed immediately as soon as an absence from an exam is known so that phone calls can be made to ensure the maximum possible attendance at all exams.

Room organisation

The Exam Officer is responsible for organising examination timetables as well as ensuring the rooms to be used (usually the Gym) are prepared with all equipment i.e.

- Exam desks, chairs and whiteboards
- Clocks
- Bins & bin liners for rubbish
- Equipment
- Seating Plan

Cover for examinations is organised by the Deputy Head.

Documentation

All necessary documentation will be displayed in all exam venues, together with official booklets for the conduct of the examinations. This will be the responsibility of the Exam Officer. It is the responsibility of all invigilators to ensure that they are familiar with the 'Conduct of Examination' booklet. The Exam Officer is responsible for ensuring that there is an adequate seating plan, and that the plan is completed for each exam. These are to be stored, together with an attendance list, and kept for external perusal.

All invigilators must sign an invigilation record, stating their time of entry and exit to and from the examination. Any visitors must also sign in and out.

The people present in the examination room

The head of centre has a duty at all times to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and tests.

The following rules relate to centre staff other than exams officers and invigilators.

Members of centre staff may be approved by the head of centre to be present at the start of the examinations. When members of centre staff enter an examination room, they **must** identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Where specifically approved by the head of centre and agreed with the exams officer, members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper, (particularly where optional or tiered papers are involved);
- to check that candidates have the appropriate equipment and materials for the examination;
- using information provided by the exams officer or subject teacher, identify whether the candidates have been prepared for the set texts highlighted on the question paper.

Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the exam room;
- enter the exam room, uninvited, with the sole intention of accessing the examination question paper;
- have access to the examination question paper **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs

this verified by the relevant subject teacher before escalating the issue to the awarding body;

- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, except in Art timed tests and Science Practical examinations, or where maintaining discipline in the examination room. This constraint extends to the reading of the question paper rubric to candidates;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.

Finishing the exam/ Post exam

It is school policy that no candidates are allowed to leave the exam before the full-specified time. The disruption and loss of concentration caused by candidates leaving early is not conducive to all candidates giving of their best.

Invigilators should ensure that all desks are checked for graffiti immediately after each exam, and before students are allowed to leave.

After each exam is completed, it is the responsibility of Deputy Head or a member of the SMT to ensure that the exam scripts are properly collated in the correct order.

The Exam Officer will ensure the exam papers are correctly and securely parcelled and despatched to examiners by the new traceable Parcelforce system. This will be agreed between the Exam Officer and the Parcelforce/The Post Office.

Coursework

It is the responsibility of each Department to ensure all coursework is given to the Exam Officer for despatch at the correct time. The CAM may liaise with the Exam Officer if necessary. Coursework will be despatched using the same method as for exam papers

Invigilation

Conduct of Invigilators

1. An invigilator will check attendance according to seating plan.
2. Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.

External Invigilators

Additional staff are brought in to help with invigilation of the exams.

Results

Results will be available for collection on the day notified by the exam boards only.

CAM should check for the possibility of a re-mark/re-grade within three days of scrutiny of the results.

If a result is queried the Exam Officer will investigate the feasibility of asking for remark.

Special Needs

1. Equality Act 2010

Generally, impairments have to meet the statutory requirements set out in section 6 and Schedule 1 to the Equality Act 2010 and associated regulations.

The Equality Act 2010 definition of disability is usually considered cumulatively in terms of:

- Identifying a physical or mental impairment;
- Looking into adverse effects and assessing which are substantial;
- Considering if substantial adverse effects are long term;
- Judging the impact of long term adverse effects on normal day to day activities.

Alfriston will follow the definitions described within the JCQ document 'Adjustments for candidates with disabilities and learning difficulties'.

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

Invigilation and support for access arrangement candidates will be organised by the Exams Officer in consultation with the SENCO/delegated SSA.

It is the responsibility of the SENCO to liaise with the Exam Officer about the arrangements for candidates with Special Needs. The SENCO will ensure the Exam Officer has all information needed on each candidate with Special Needs. The Exam Officer will ensure requests for Access Arrangements will be sent to the boards and process the replies. Requests for extra support, readers etc. are validated by appropriate external professionals.

Staff in Departments should inform the SENCO of SEN pupils who are embarking on a course leading to an examination, and the date of that exam. The SENCO can then inform individual staff of any special arrangements which individual pupils can be granted during the course and in the exam. In the case of pupils with Specific Learning Difficulties/Visual Impairment or certain other medical conditions these can be any or all of the following: -

- Extra time for coursework and examinations
- Rest period
- A reader
- A Scribe
- Enlargements/models
- A helper
- A prompter
- Separate room/invigilator.
- Use of w.p./printing facility.

The SENCO will inform the Exam Officer, who will communicate with the Exam Boards at the beginning of a course, if any pupil is to be given special arrangements for coursework which carries marks towards a final mark.

The SENCO, in consultation with the Exam Officer will complete the Access Arrangement Request Forms for Special Needs Candidates at the appropriate time and provide the necessary evidence to reach the Exam Boards on the stipulated dates. Boards have a timetable of dates for the ordering of modified/ enlarged papers for Entry Levels and GCSE's which must be complied with. The early opening and checking of Special Needs candidates' papers should be conducted in the presence of the Examinations Officer only with the permission of the Examination board, at an agreed time and any further enlargements/modifications completed by the designated person in good time for the start of the exam. In cases where extra time has been granted and the examination finishes after school hours, the candidate's papers will be given to the Exams Officer and locked away.

The necessary re-scheduling of internal and external exams for Special Needs pupils will be co-ordinated with the Exams Officer e.g. pupils who have extra time cannot fit 2 exams in one day. Candidates with Visual Impairments may be granted an early start to examinations to allow time for rest breaks and extra time. Such candidates will be properly supervised at all times and have no contact with other candidates taking the same examination.

Candidates with extra help/time for coursework must ensure that it is all their own work. It is the responsibility of the teacher to ensure that all work is original.

Appeals policy on internal assessments for external qualifications

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Alfriston School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- The consistency of the internal assessment is secured through internal standardization as necessary;
- Staff responsible for internal standardization, attend any compulsory training sessions.

If a student feels that this may not have happened in relation to her work, she may make use of this appeals procedure.

Written appeals procedure

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves; you cannot appeal against the mark or grade only the procedures used;
- The parent or guardian must make the appeal in writing to the School's Examination Officer: appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time;
- the enquiry into the internal process will normally be led by the Examination Officer,

provided that they have not played any part in the original internal assessment process;

- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- The enquiry will consider whether the procedures used for assessment conformed to 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.

If the appellant is unhappy about the response in writing, she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Headteacher and another member of the Senior Management Team.

Note: Awarding bodies specify detailed criteria for internal assessment. Also, the awarding body moderates the assessment so the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered.

Enquiries about Results (Clerical checks and Re-marks)

Appeals procedure for students, following the issue of marks, after an Enquiry about Results

Any student that is dissatisfied with a mark awarded from an awarding body should follow the following procedure upon the issue of results.

Contact the subject teacher as soon as possible, but no later than 3 days before the published deadline for *Enquiries about Results*, in person to discuss the mark and raise concerns. The Exams Officer will advise on the options available to query the mark and the costs involved.



Students should be aware that *Enquiries about Results* can result in marks being raised, confirmed or lowered. Students will be required to sign a consent form to confirm they fully understand the consequence of an enquiry.



The subject teacher should review the student's marks and discuss with them the best way forward taking into account the break down of marks and grade boundaries and the student's predicted grades. If the Head of Subject agrees to support the enquiry, the procedure in **stage (3)** below should be followed. If the appeal is not supported by the Head of Subject, the student should adopt the procedure in **stage (4)** below.



A student may appeal against the decision not to support an *Enquiries about Results*. Appeals should be made in writing to the Head Teacher no later than five working days before the deadline for *Enquiries about Results*. The appeal should be in writing stating the details of the complaint and the reasons for the appeal. The appeal should be signed and dated and include a daytime contact telephone number for the student. This information will be reviewed by the Exams Officer and the outcome of the appeal will be communicated by telephone where possible or 1st class post within 48 hours of receipt by the Exams Officer. This decision is final

Stage (3)

If the subject team agree that the school supports an enquiry, the request together with the students consent form should be made to the Exams Officer before the published deadline for *Enquires about Results*. The cost of the enquiry will be met from the departmental budget. If the enquiry is successful, the fee will be refunded.



Stage(4)

If the school does not support the enquiry, the student still has the right to proceed, however, all costs involved will be required to be paid by the student at the time the enquiry is made. No enquiry will be made until the appropriate fees are paid. Requests for appeals should be made in person to the Exams Officer before the published deadline for *Enquiries about Results*. If the enquiry is successful, all fees will be refunded to the student.



The outcome of all *Enquiries about Results* will be made in writing by the Exams Officer to the student within 24 hours of receipt from the appropriate Awarding Body.

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Draft Policy Aug 16