



Public Exam Policy

Aim of the Policy

The aim of the policy is to set up an efficient public exam system with clear guidelines for all users.

Specification/ Awarding body

In September the Exams Officer (EO) will circulate to all departments the Examination Board and specification used by that department (as advised by HOD in July). This must be checked, and returned with any changes to the EO by the Head of Department (HOD).

Exams Seasons

Public exams take place in the summer series. However, GCSE retakes are available in the November series but only for English and Mathematics.

Accountability of Departments

1. HOD takes responsibility for exam entries/withdrawals etc.
2. Exams Office will have a labelled wallet to give out information/pre-release material to each department. These wallets will be kept in the Exams Office. On receipt of the information/pre-release material, EO will inform HOD who will have to sign to acknowledge receipt of the information/pre-release material.

Entries

All candidates will be entered by the due date set by the Board. It is the responsibility of the HOD to ensure that the correct lists are issued to the EO. The EO is responsible for submitting entries to the Board by the deadline date.

Entry Process

- EO sets entry deadline dates
- EO distributes entry mark sheets to HODs
- HODs return completed mark sheets to EO by specified date with Certification Codes for AS/A2 students where applicable
- EO inputs entries
- EO prints off entry list and distributes to HODs
- HODs authorise and return checked entry lists by specified date
- EO makes any amendments if applicable
- EO assigns candidates and UCI numbers (Unique Candidate Identification)
- EO submits entries
- EO supplies students with 'Statement of Entry' and 'Individual Exam Timetable'

Deadlines

Please see school calendar

Amendments

Withdrawals will be accepted by the EO up to the date set by the Board. Withdrawals must be made in writing to the EO by the HOD.

Change of Tier

Change of tier (Foundation or Higher) will be accepted by the EO up to the date set by the Board. Change of tier must be made in writing to the EO by the HOD.

Resits

HOD will inform the Exams Office regarding the resit details.

Fees

- EO will send a letter to candidates' parents/guardians showing a breakdown of the exam fees.
- Exam fees will then be billed to the candidates' accounts.
- Penalty fees for late entries will be charged to either the department or the candidates' accounts depending on who is responsible for the late entry.

Public Exams

The EO is responsible for the organisation and conduct of all public exams.

1. Final confirmation of entry numbers and tiers will be made with the HOD.
2. All exam papers will be counted in by the EO and locked away.
3. All sealed exam papers will be checked by the EO in good time before the exams start.
4. No exam papers can be removed from the exam room before the end of a session.

5. 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.
6. Any misconduct or irregularity must be reported to the EO as soon as possible, who will then inform the Exam Board concerned.
7. In the absence of the EO at the end of any exam, papers will be collected and taken to the Exams Office and given into the care of the EO.
8. Students will not be allowed to leave an exam unless their exam paper has been collected and secured by an invigilator.

Public Exams (Contingency planning SMT)

In the case of disruption to the Session of External Examinations in any of the areas outlined in this document, The Deputy Head Academic, in consultation with the SMT, will nominate a “deputy” to cover a specific role or task and enact an action plan for alternative venues or arrangements if appropriate. In the absence of the Deputy Head Academic, the Deputy Head will take responsibility for this process. In the unlikely event of both of these people being unavailable, the Bursar would take responsibility for planning

Coursework/Controlled Assessments/NEA’s

It is the responsibility of HOD to ensure all coursework/NEA is despatched at the correct time. The HOD may liaise with the EO if necessary.

- EO emails ‘Notice to Candidates’ relating to Coursework/NEA to the HOD’s in September to be shared with the pupils.
- Where confidential materials are directly received by the Exams Office, EO is responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- EO distributes coursework/NEA mark sheets to HOD as soon as it arrives in the centre.
- Teacher completes the mark sheet and signed authentication forms and returns them to the EO with a sample (if applicable). The sample must be accompanied with the candidates’ declaration forms which the candidates must sign to confirm their work is their own and that any assistance and/or sources have been acknowledged. EO to return to moderator by the deadline date.
- HOD submits coursework/NEA mark to Exam Board if necessary and retains a copy of all marks in the Exams Office.
- EO despatches mark sheets and samples to Board and moderator by 1st class certificate of posting using Royal Mail. EO is required to retain the certificate of posting.
- Returned coursework/controlled assessment from moderator is stored in Exams Office and distributed to the HODs.
- Teachers must retain candidates’ work securely until the closing date for ‘Enquiries about Results’. In the event that an enquiry is submitted, the teacher

should retain the candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the School.

Candidate Briefing

EO gives a speech about public examination rules and regulations to the Years 11 and 13 candidates on the day before they go for their study leave. EO produces a 'Guide to your examinations' booklet to all the Years 11 & 13 students and distributes them through the Form Teachers.

Clashes

A report on Exam Clashes is processed by the EO and all the candidates who have a potential clash will be notified of the clash by letter addressed to their parents/guardians with a solution.

Exam Venues

The Deputy Headmaster and the EO have a meeting to decide on the rooms. EO issues a seating plan to the Premises Manager and the caretakers for the seating arrangements. EO must ensure that all relevant JCQ (Joint Council for Qualifications) notices are displayed inside and outside each examination room. EO to notify IT team for word processor requirements and these to be set up in advance to the exam start times.

Exam Timetable

Public exam timetables are distributed to all the HODs, HOYs and Form Tutors at the end of April. They are displayed on Firefly, staff room exams notice board.

Misconduct

This should be reported to the EO in the first instance, who will decide what action to take.

Late Arrivals

Late arrivals are allowed to take the exam and will be given the full allocated time. A candidate will be considered very late if they arrive more than one hour after the Awarding Body's published starting time for an examination which lasts one hour or more. For exams that last less than one hour, a candidate will be considered very late if they arrive after the Awarding Body's published finishing time for the examination or 30 minutes after the Awarding Body's published starting time, whichever is later. Very late candidates will be warned by the invigilator that their scripts will be sent in the normal way. However, a 'Very Late' form will be sent by the EO to the Awarding Body. The candidate will also be warned that his script might not be accepted by the Awarding Body.

Despatch of Exam Scripts

The school will despatch exam papers to examiners using the Parcel Force system. This will be agreed between the EO, the carrier company and the School Office.

Invigilation

1. A teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates' preparation for the examination **cannot** act as an invigilator during the examination or on-screen test.
2. External Invigilators will be appropriately vetted in accordance with our Recruitment Policy and interviewed by senior staff in conjunction with the EO.
3. A training session will be held for all new invigilators. An update meeting will be held for the existing invigilation team.
4. The EO will ensure that each exam session will have a designated invigilator in charge.
5. The invigilator will check attendance according to the seating plan, mark and sign the register. She/he will read the formal announcement at the beginning of each examination session and collect the scripts at the end of the examination before dismissing the candidates in an orderly manner.
6. Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.

Internal Appeal Procedure for Coursework/NEA

Each Awarding Body publishes procedures for appeals against its decisions. Deputy Head and HOD will be able to advise pupils and parents of these procedures.

Appeals may be made to the School regarding the procedures used in internal assessment, but not the actual marks or grades submitted by the School for moderation by the Awarding Body.

A pupil wishing to appeal against the procedures used in internal assessments should contact the HOD/Deputy Head as soon as possible to discuss the appeal. A written appeal must be received by the School by the deadline date as advised by the HOD.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Deputy Head/EO and Head of Department. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Results

1. Results will be available for collection on the day notified by the Exam Boards from 9 00am. (results emailed to students depending on the circumstances e.g Covid 19)Results which are not collected by 12noon will be posted to the candidates' home address.
2. The Marketing Manager and the Headmaster deal with the requests from the Press.
3. Head of 6th Form, Year 11 Form Teachers and any staff requested by the Headmaster will be present on the results publishing day.
4. The Senior Management Team & Heads of Department will receive copies of the results from EO.

Enquiries About Results (EARs)

1. HOD and students will be notified of the deadline for the Post Results Service (reviews of marking/access to scripts).
2. EO will be available on the day after the GCE results day to process priority enquiry about result applications for GCE students.
3. If a result is queried, the HOD will investigate the feasibility of asking for a review of mark.
4. EO will only process an EAR application on receipt of a completed and signed EAR form from the candidate. Please note that a review of mark can result in a grade going up, down or remaining the same. For this reason, the candidate needs to give his consent by signing the EAR form even if the request comes from the HOD.
5. Department will pay the cost if the Post Results Service is requested by them. If it is the candidate's own request, then the candidate will pay the cost.

Special Needs

It is the responsibility of the SENCO to liaise with the EO about the arrangements for candidates with Special Needs. The SENCO will ensure the EO has all information needed on each candidate with special needs. The EO will ensure requests for special consideration are sent to the Boards and process the replies.

Special Needs Exam Policy

Please refer to the Disability Policy for special arrangements for candidates with disabilities.

Special arrangements can also be made for pupils to take their examinations outside school e.g. phobic pupils, M.E. sufferers. In these cases invigilation/examination rules must still be adhered to according to the JCQ rules and regulations.

SENCO will inform the EO if any pupil is to be given special arrangements for coursework/NEA which carries marks towards a final mark. EO will communicate this information to the Exam Boards at the beginning of a course.

A separate room and invigilator are required for anyone with a reader/scribe.

It is preferable that the reader/scribe should be a person within the Learning Support department who is familiar with and has had practice with the pupil taking the examination. It is important if, for example, the pupil and reader/scribe have worked together in similar situations such as internal tests/exams. It is the duty of Learning Support to ensure that no unauthorised help is given to these pupils.

The SENCO, in consultation with the EO 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 by the stipulated dates. Boards have a timetable of dates for the ordering of modified/enlarged papers for GCE and GCSEs which must be complied with.

The early opening and checking of special needs candidates' papers should be conducted in the presence of the EO only with the permission of the Exam Board, at an agreed time. Any further enlargements/modifications must be 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 EO and locked away.

The necessary re-scheduling of public exams for special needs pupils will be co-ordinated with the EO e.g. pupils who have extra time cannot fit several exams in one day.

Candidates with visual impairments will be given rest breaks and extra time if needed. 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 or NEA must ensure that it is all their own work. It is the responsibility of the Learning Support department to ensure that all work is original.

Certificates

All the certificates will be stored in the Exams Office until distribution.

GCSE/GCE certificates will be handed out/posted in the Autumn Term and signed for by the candidates. For boys who have left, certificates will be posted to their home address by recorded delivery. The School does not have duplicate certificates, any lost/damaged certificates after they have been posted are the responsibility of the candidates and any replacements have to be ordered by the candidate directly with the Awarding Bodies and any cost relating to this to be borne by the candidate.

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| Policy Written by | Reshma Kanani, Exams Officer (April 2016-December 2021) |
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| Approved by | SMT |
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