



# Policy for External Examinations

## Principles

The School is committed to allowing candidates to demonstrate their ability in as wide a range of external examinations as possible, and to provide them with a stimulating challenge. It is the expectation that **all** pupils will be entered for the appropriate examinations.

### I. ENTRY

- a) Pupils will be entered for all external examinations according to statutory requirements.
- b) All pupils will be entered for external academic and vocational examinations on completion of the appropriate courses; given that
  - i) all the course requirements have been met, eg controlled assignments etc.
  - ii) that a pupil has demonstrated a commitment to undertaking work deemed by his/her subject teacher(s) to be sufficient to give him/her a reasonable chance of success.
  - iii) such entry will not place undue pressure on statemented pupils or pupils with specific learning difficulties (see (c) below).
  - iv) such entry will not place undue pressure on a particular candidate who has a specific medical problem (see (d) below).
  - v) such entry will not place undue pressure on an individual candidate. If such a situation arises the issue will be discussed by the Subject teacher(s), Head of Year, candidate, parents, Inclusion manager and Head of Learning Support as appropriate.
- c) Statemented pupils or pupils with specific learning difficulties may be placed on a more restricted course at 14+ on the recommendation of the Head of Learning Support, in consultation with parents, pupils and subject teachers.
- d) If a particular medical problem develops during the course, a pupil may be advised to discontinue one or more subjects after discussion with the Head of Year, subject teacher(s) and parents.
- e) In subjects where there are different levels or tiers of entry, the exact level/tier will be at the discretion of the Head of Department in consultation with the subject teacher(s), taking into account pupil performance during the course and in mock examinations.
- f) Examination entries will be made at the direction of the Examinations Officer to comply with the regulations of the various external exam boards.
- g) The Examinations Officer will ensure that no pupils are disadvantaged in an examination situation by:
  - i) making a claim for access arrangements for statemented pupils, in consultation with the Head of Learning Support and provided that a Statement of medical or psychological evidence is available.
  - ii) making a claim for access arrangements for candidates with specific learning difficulties, in consultation with the Head of Learning Support, provided that medical or psychological evidence is available.
  - iii) making a claim for access arrangements for candidates with specific medical conditions which may affect their performance during the examination period, provided that medical evidence is available.
  - iv) taking emergency action and making a claim for special consideration for any candidate taken ill in the examination room.
  - v) making a claim for special consideration for candidates whose examination performance may be affected by a range of circumstances specified in exam board guidelines.
  - vi) ensuring that in exceptional circumstances any candidate who is deemed to be medically unfit to attend school may be able to sit his/her exam(s) in hospital or at home.  
(See II MANAGEMENT)
- h) When a candidate is entered for an external exam the school will pay all necessary fees except:



- i) in cases of a resit of a GCSE / A or AS level / vocational exam or module
  - ii) in cases where there is doubt about a candidate presenting himself / herself for the exam, or if the candidate has a history of disruptive behaviour in exams. In such instances parents / guardians will be required to pay the fees before an entry is made. If the candidate presents himself / herself the fees will be refunded.
  - iii) in cases when a candidate withdraws from an exam at short notice or fails to sit the exam without good reason.
- In these three cases the cost of the entry must be met by the candidate.
- i) A candidate may re-take an examination in a subject in order to achieve a higher grade, provided that the subject teacher agrees and that the candidate pays the cost of the subsequent exam(s). Such entry will normally take place in the next session deemed most appropriate by the subject teacher.
  - j) A candidate who wishes to withdraw from an examination or module at short notice will be expected to pay an administrative fee imposed by the examination team
  - k) The school will act as an Examination Centre for private candidates, provided that such candidates have complied with all Board requirements and that such provision does not interrupt the normal functioning of the Centre as a school.
  - l) If the conduct of a candidate in examinations is such as to disrupt the concentration of other candidates, parents / guardians will be required to pay for an individual invigilator for the candidate in a separate location.
  - m) An Internal Appeals Procedure is in place (see Appendix I)
  - n) A procedure for communicating exam regulations to candidates is in place (see Appendix II)

## II. MANAGEMENT

The Examinations Officer will ensure that

- a) The storage of confidential material conforms to Exam Board requirements.
- b) Coursework and Estimate Sheets are distributed and returned to Exam Boards in accordance with deadlines.
- c) Arrangements are in place for orals and practicals.
- d) Timetables are distributed to candidates and a master copy with starting times displayed on a Noticeboard in the Main Corridor.
- e) Daily sheets with starting times and locations are displayed on a Noticeboard in the Main Corridor.
- f) Clashes are resolved, supervision arranged and candidates informed.
- g) All invigilation arrangements are organised by the Exams officer.
- h) Requirements for room changes are given to the member of office staff responsible for rooming.
- i) Staff, tutors and candidates are briefed as appropriate.
- j) The layout of the examination room conforms to Exam Board requirements.
- k) Seating plans are available and completed.
- l) Details concerning starting and finishing exams are available in each exam room.
- m) Arrangements are in place for candidates with access arrangements.
- n) Cases of malpractice, disruptive behaviour are dealt with in accordance with Exam Board requirements.
- o) If a candidate has to sit an exam in hospital or at home, the following procedure will be followed:
  - the Exam Officer must receive a letter from the doctor/consultant, etc treating the candidate
  - the Exam Officer, on the basis of the most up-to-date information, will designate the location of the exam, in consultation with parents / guardians
  - the Exam Officer will inform the appropriate exam board
  - the Exam Officer will follow exam board arrangements/instructions in such cases, including the collection of exam papers / stationery from School, nature of invigilation, collection and return of scripts to school by the designated invigilator
  - the School reserves the right to impose a fee to cover the cost of individual invigilation and travelling expenses



- for administration details see Appendix III

### III. RESULTS

- a) Individual candidate results will be available for candidates on the day(s) specified by the Exam Boards, at a time and place designated by the Examinations Officer.
- b) In the event that the results of one or more candidates in a particular subject are in the opinion of subject teachers below the level anticipated, a re-mark may be requested. The Head of Department must
  - i) provide the Examinations Officer with details of the candidate(s), exam code etc.
  - ii) agree to pay the cost of the re-mark from Departmental finances. A refund will be given to the Department if one is received from the Exam Board as a result of the re-mark.
  - iii) invite the candidate to see the Examinations Officer to sign the necessary consent form.
- c) If a candidate requests a re-mark
  - i) the candidate must discuss the issue with his / her subject teacher(s).
  - ii) the candidate must provide the Examinations Officer with details of the module(s) etc.
  - iii) agree to pay the cost of the remark. The fee must be paid before the request for the remark is sent. A refund will be given to the candidate if one is received from the Exam Board as a result of the remark.
  - iv) sign the necessary consent form.
- d) In both b) and c) the candidate must be advised that marks and / or grades may go down as well as up. The candidate is required by the Exam Boards to sign a consent form before a request is sent.
- e) All requests must be sent to arrive at the Board before the deadline date specified by the Exam Boards.
- f) In the event of the subject teacher and / or candidate not accepting the outcome of a re-mark, the Examinations Officer will make available the details of the most up-to-date Appeals Process.
- g) If a subject teacher and / or candidate requests the return of a script or photocopy of a script or a clerical check details must be passed to the Examinations Officer, the appropriate fee paid and form signed relating to confidentiality.



## Appendix I

### Internal Appeals Procedure

To conform with the requirements of “Arrangements for internal appeals about internal assessment decisions and enquiries about results” to promote quality / consistency / accuracy and fairness in assessment and awarding the following procedures will be followed:

- a) All candidates should be informed that an appeals procedure relating to internal assessment exists and is available to be seen on application to the Exam Officer
- b) The Exam Officer will manage the internal appeals and report decisions to the Head of Centre
- c) Each Appeal will be considered by at least three people at least one of whom has not been involved in the internal assessment decision
- d) The candidate may be supported in the presentation of their case by a parent / guardian / friend
- e) A written record will be kept of all appeals and will include:
  - the outcome of the appeal
  - the reasons for that outcome
- f) A copy of the written record will be sent to the candidate.
- g) A candidate will have access to:
  - The marks awarded for the internal assessment
  - Any comments recorded which led to that decision
- h) Appeals should include a review of the procedures used by the centre to award marks for internal assessment and should consider whether these procedures were in conformity with the published requirements of the Awarding Body and the Code of Practice
- i) All internal appeals must be considered and resolved by the date on which the moderator has to receive the marks during the exam period.
- j) The School will inform the Exam Board of the outcome of the appeal and full details must be available to the Exam Board on request.



## Appendix 2

### Communicating Exam Regulations & Arrangements to Candidates

To conform with the requirements of the JCQ's "Instructions for conducting coursework/portfolios" the following procedures will be followed:

- 1 In the Autumn term of each year, every pupil in Years 10 to 13 will be sent a Coursework letter, detailing the regulations associated with producing coursework, the sanctions for unfair practices, provisional dates for exams, and (for Y10) details about work experience.
- 2 With these letters, pupils will be provided with copies of:
  - a. "Notice to Candidates: GCE & GCSE exams – coursework & portfolios"
  - b. "Notice to Candidates: Authentication of candidates' work"
- 3 The PD programme includes a presentation early in the year to exam candidates about plagiarism, explaining what is meant by plagiarism, as well as how to attribute sources correctly.
- 4 When coursework authentication forms are distributed to subject teachers, they will be asked to remind candidates about the regulations before completing the forms.
- 5 Teachers must not accept work if they suspect that it is not the candidates' own.
  - a. Irregularities in coursework that are identified by subject teachers before the candidates have signed their declaration of authentication must be dealt with internally. The work must not gain any credit.
  - b. Irregularities in coursework that are identified after the candidate has signed their declaration of authentication must be reported. If plagiarism is suspected pupils must tell the Exams Officer. The JCQ procedures for reporting suspected malpractice will be followed, and the candidate risks a range of sanctions from a warning to being barred from entering one or more exams for a period of time.
- 6 During each exam season, notices will be displayed as follows:
  - a. "Warning to Candidates" outside every exam room, and on the exams noticeboard
  - b. "Mobile Phones" warning poster outside every exam room, and on the exams noticeboard
- 7 Before each exam season, the Exams Officer will provide candidates with:
  - a. Instructions including lists of equipment required, forbidden equipment, the rooms used for the season, the QES and JCQ rules for exams (and in particular the regulations about mobile phones), and the overall timetable for the season
  - b. An individual candidate timetable including rooms and seat numbers
  - c. Details about clash resolution if relevant, including information about which exam will be moved, and regulations for supervision during breaks between exams
  - d. Details about overnight supervision regulations if relevant
  - e. A letter confirming candidates' agreed access arrangements for that season.
- 8 Before each exam season, the Exams Officer/Director of Assessment & Learning will conduct exams assemblies with the year groups involved. These assemblies will cover:
  - a. Everything in the instructions
  - b. JCQ's "Warning to..." notices
  - c. Specific instructions about registration, changes to lunch queues etc.



## Appendix 3

### Exams At Home or in Hospital

- 1 The Exam Officer will send a letter to parents / guardians detailing procedures to be followed.
- 2 A grid to record invigilators will be provided by the Exam Officer
- 3 The Exam Officer will photocopy the relevant pages from the *Instructions for the Conduct of Exams* and make available to the invigilator.
- 4 The Exam Officer will discuss with parents / guardians any cost implications for invigilators and / or travelling costs.
- 5 The Exam Officer will ensure that the person appointed to invigilate the exam(s) comes from the categories specified by the Exam Board.
- 6 The Invigilator will collect the exam paper / stationery from the Exam Officer at the beginning of each session in a sealed envelope.
- 7 The Invigilator will return the exam paper / stationery to the School Secretary at the end of each session.
- 8 If a problem develops during an exam the Invigilator will contact the Exam Officer immediately or as soon as possible after the end of the exam.
- 9 A quiet room must be made available for the exam and parents / guardians will be informed that they may not enter the room during the course of the exam.