



# John Masefield High School

## Examinations Policy

### Contents

1. Examinations responsibilities
2. The statutory tests and qualifications offered
3. Examinations seasons and timetables
4. Entries, late entries and retakes
5. Examinations fees
6. The Disability Discrimination Act (DDA), special needs and access arrangements
7. Estimated grades
8. Managing invigilators and Examinations days
9. Controlled Assessments and Coursework
10. Candidates, clash candidates and special consideration
11. Results, Enquiries About Results (EARs) and Access To Scripts (ATS)
12. Certificates

## 1) Examinations responsibilities

### Headteacher

The Headteacher has overall responsibility for the school as an Examinations centre and is Head of Centre.

### Examinations Officer

- Manages the administration of public Examinations and supplies data for the analysis of Examinations results
- Advises all staff on annual Examinations timetables and application procedures as set by the various Examinations boards
- Ensures that candidates are given their examinations timetable
- Consults with teaching staff to ensure that necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Maintains systems and processes to support the timely entry of candidates for their Examinations
- Receives, checks and stores securely all Examinations papers and completed scripts
- Administers access arrangements on the recommendation of the SENCO and makes applications for special consideration and adjustments.
- Accounts for income and expenditures relating to all Examinations costs/charges
- Organises the recruitment, training and monitoring of a team of Examinations invigilators responsible for the conduct of Examinations
- Submits candidates' coursework marks, obtains a Certificate of Posting for all coursework despatches, distributes returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of Examinations results and certificates to candidates.
- Report any suspicious incidents, actual malpractice or errors with the administration of exams to the Headteacher immediately

### Assistant Head / Head of Sixth Form

- External validation of courses followed at Key stage 4 / post-16.
- Designating which pupils will not be automatically put forward for certification at AS Level

### Faculty and Subject Leaders

- Guidance and pastoral oversight of candidates who are unsure about Examinations entries or amendments to entries.
- Has responsibility for ensuring all coursework and controlled assessments requirements are fulfilled for their subject/faculty.
- Provision of information to the Examinations Officer relating to all courses to be offered by their areas prior to the start of the school year.
- Accurate completion of coursework marks and declaration sheets supported by the Examinations Officer where necessary.
- Accurate completion of entry and all other mark information and adherence to deadlines as set by the Examinations Officer.

### Teachers

- Ensures that the necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines
- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Faculty and Subject leaders.

### SENCO

- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support in examinations eg readers

### Invigilators

- Attend training as required by the Examinations Officer.
- Administration of the Examinations session, under the supervision of the Examinations Officer,
- Report any suspicious incidents, actual malpractice or errors with the administration of exams to the Examinations Officer immediately

## **House Office staff**

Contact students prior to exams to remind them of the details involved.

## **Candidates**

- Conform to the regulations of the JCQ
- Confirm that the details of their entries are correct.
- Understanding coursework and controlled assessment regulations, and signing declarations that authenticate the work as their own.

## **2) The statutory tests and qualifications offered**

- The statutory tests and qualifications offered at this centre are decided by the senior leadership team. The subjects offered for these qualifications in any academic year may be found in the school prospectus.
- The Examinations Officer will meet with each curriculum leader and their line manager early in the academic year to ensure that the details of the courses being offered and when they will be assessed have been defined.

## **3) Examinations seasons and timetables**

- External Examinations are scheduled in November, January, March, May and June.
- The Examinations Officer will circulate the Examinations timetables for external Examinations once these are confirmed. The dates of all public examinations will be entered onto both the school intranet and the external website by the examinations officer.

## **4) Entries, late entries and retakes**

### Entries

Candidates are selected for their Examinations entries by the subject teachers and the Head of key stage. A candidate or parent/carer can request a subject entry, change of level or withdrawal, but will be asked to sign a disclaimer if this is against the advice of the subject teacher. The centre accepts external entries from former students and current staff only.

### Late entries

Entry deadlines are circulated to Faculty and Subject leaders via Email. Late entries are authorised by Faculty or Subject leaders and the Examinations Officer.

### Retakes

Retake decisions will be made in consultation with the candidates, subject teacher, Heads of key stage and Examinations Officer.

## **5) Examination Fees**

- GCSE initial registration and entry Examinations fees are paid by the centre.
- AS initial registration and entry Examinations fees are paid by the centre.
- A2 initial registration and entry Examinations fees are paid by the centre.
- Late entry or amendment fees are paid by the centre, except where requested by a candidate. 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.
- We reserve the right to seek reimbursement 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 when Examinations entries are sent to them for checking.
- Fees for retakes approved by a Faculty or Subject Leader are paid by the centre. Fees for retakes not approved by a Faculty or Subject Leader are paid by the candidates. The fee for an enquiry about result and/or return of a script, requested by a candidate, must be paid for by the candidate. However, if the result of the enquiry is a change of grade then the fee will be refunded.
- The fee for an enquiry about result requested by a Faculty or Subject leader, and authorised by a member of the senior leadership team, will be paid by the centre.
- The fee for the return of a script requested by a Faculty or Subject leader for teaching purposes will be paid by the department.

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

### DDA

All Examinations centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the Disability Discrimination Act 2005

### Special needs

A candidate's special needs requirements are determined by the SENCO. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an Examination, and can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the Examinations.

### Access arrangements

Making special arrangements for candidates to take Examinations is the responsibility of the Examinations Officer in consultation with the SENCO. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer. Rooming for access arrangement candidates will be arranged by the Examinations Officer. Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officer.

## 7) Estimated grades

The Examinations Officer will extract predicted grades from the school's Management Information System (SIMS). Curriculum leaders are responsible for ensuring that these grades are available by the appropriate deadlines.

## 8) Controlled Assessments and Coursework

### **Controlled Assessments**

#### Heads of Department/Faculty

- Faculty or Subject leaders must make provision for the proper conduct of, and timely completion of, all controlled assessments. In addition they must ensure the safe storage, marking and internal moderation of controlled assessments, and provide the Examinations Officer with marks for all internally assessed work by the published deadlines.
- Has full responsibility for ensuring all coursework and controlled assessments requirements are fulfilled for their subject/faculty.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- 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.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- 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.
- Supply to the exams office details of all unit codes for controlled assessments.
- 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 exams 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.

#### Exams Officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom the Exams Officer will liaise with teaching staff to arrange suitable accommodation where controlled assessment can be carried out.

#### 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.

#### **Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Officer. The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- 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 by 30 June each year to the Examinations Officer who with the School Business Manager will decide whether the process used conformed to the necessary requirements
- the Centre's findings will be notified in writing and recorded for awarding body inspection.

#### **Coursework**

Candidates who have to prepare portfolios or other coursework must do so by the centre-defined date.

Faculty or Subject leaders must make provision for the safe storage, marking and internal moderation of coursework, and provide the Examinations Officer with marks for all internally assessed work by the published deadlines.

Faculty or Subject leaders will ensure all coursework samples are ready for despatch at the correct time and are removed from any heavy or bulky folders. The Examinations Officer is responsible for the despatch of coursework samples and will obtain a Certificate of Posting.

## **9) Managing invigilators and Examinations days**

### **Managing invigilators**

- External invigilators will be used for Examinations supervision.
- They will be used for external Examinations only.
- The recruitment of invigilators is the responsibility of the Examinations Officer and the School Business Manager.
- The training of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Personnel Officer.
- CRB fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators' rates of pay are set by Herefordshire Council.

### **Examinations days**

- The Examinations Officer will book all Examinations rooms after liaison with other users and make the question papers, other Examinations stationery and materials available for the invigilator.

- The Site manager is responsible for setting up the allocated rooms.
- No provision will be made for the safe storage of candidates' personal property while they are sitting an Examination - this is the responsibility of the candidates themselves.
- The Examinations Officer, School Business Manager, Student Support Officer KS5, or a designated invigilator will start all Examinations in accordance with JCQ guidelines.
- Teaching staff must be present at the start of the Examinations to assist with identification of candidates etc. However, to protect teachers from potential accusation of malpractice, teachers who are not staying in the Examinations room are not allowed to see the paper until one hour after the published starting time of the Examination (i.e. 10.00am or 2.30pm).
- In practical Examinations subject staff may be on hand in case of any technical difficulties.
- Examinations papers must not be removed from the Examinations room before the end of a session. Spare papers will be distributed to Faculty or Subject leaders at the end of the Examinations session.

## **10) Candidates, clash candidates and special consideration**

### **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 Examinations room for a **genuine** purpose requiring an immediate return to the Examinations room, in which case an invigilator must accompany them.
- All candidates are required to stay for the full length of the Examinations including any additional time as a result of access arrangements. Exceptions to this must be authorised by the Examinations Officer or member of the senior leadership team.
- Pastoral Officers are responsible for contacting candidates who are not present at the scheduled start of an Examination.

### **Clash candidates**

The Examinations Officer will be responsible as required for arranging appropriate supervision of students.

### **Special consideration**

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

Any special consideration claim must be supported by appropriate evidence submitted within the JCQ timescales, for example a letter from the candidate's doctor.

## **11) Results, enquiries about results (EARs) and access to scripts (ATS)**

### **Results**

Candidates will receive individual results slips on results days in person at the centre or by post (candidates to provide a self addressed C4 envelope with postage stamp for a "Large Letter").

Results will not be disclosed by telephone or Email.

Arrangements for the school to be open on results days are made by the senior leadership team.

The provision of staff on results days is the responsibility of the senior leadership team. The Examinations Officer will always be present on results days and the day immediately prior to results days.

### **Enquiries about results (EARs)**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The enquiry will be processed by the Examinations Officer.

A priority service is available if the offer of a university place is involved. Deadlines and fees for EARs will be made available to candidates with their results.

### **Access to scripts (ATS)**

The return of scripts after the release of results can be requested by centre staff or candidates. The request will be processed by the Examinations Officer. Deadlines and fees for ATS will be made available to candidates with their results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

## 12) Certificates

- Certificates are to be collected and must be signed for.
- Certificates may be collected on behalf of a candidate by a third party, provided the candidate has provided the school authorisation in writing to do so.
- Certificates are not withheld from candidates who owe fees.
- JMHS retains uncollected certificates for one year from the date of issue after which any unclaimed certificates may be destroyed by a secure method (for example by shredding or incineration) in accordance with guidelines from the JCQ.

Policy revised by Wendy Bradbeer and Trevor Kerr October 2010

The policy is next due for review on 31/10/2011

Signed by:

Chair of Governors

Head of Centre

Examinations Officer

Date            31/10/2010

Example risks and issues	Possible remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
<b>Timetabling</b>			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	Head of Department
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates some time between assessments	Head of Department Battle Plan Group
<b>Accommodation</b>			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary	Class Teacher Head of Department
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		Class Teacher Head of Department School Business Manager
<b>Downloading awarding body set tasks</b>			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	Class Teacher
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	Class Teacher ICT Manager
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	Class Teacher ICT Manager
<b>Absent candidates</b>			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Class Teacher Head of Department

Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching)	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes  N.B. retakes of controlled assessment are limited	Class Teacher Head of Department
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<b>Control levels for task taking</b>			
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Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Head of Department Faculty Leader Senior Leadership Team
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<b>Supervision</b>			
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Student study diary/plan not provided or completed*	Ensure teaching staff/assessors are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	Class Teacher
Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision		Head of Department
Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are <b>not</b> supervising	A suitable supervisor must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification.		Head of Department

<b>Task setting</b>			
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Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification**	Seek guidance from the awarding body	Class Teacher Head of Department
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	Class Teacher Internal Assessor Head of Department

<b>Security of materials</b>			
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Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	Class Teacher Head of Department
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Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	Class Teacher Head of Department
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	Class Teacher Head of Department

\*\* All tasks whether set by the awarding body or the centre/consortium must be developed in line with the requirements of the specification.

<b>Deadlines</b>			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	Class Teacher Mentor
Deadlines for marking and/or paperwork not met by teaching staff/ assessors	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines	Seek guidance from awarding body	Head of Department Faculty Leader Senior Leadership Team
<b>Authentication</b>			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	Class Teacher
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	Class Teacher

<b>Marking</b>			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	Head of Department
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	Head of Department Senior Leadership Team

