

SHAFTESBURY SCHOOL

EXAMINATIONS POLICY

March 2017

(Supercedes November 2015 Policy.)

Approved by: _____ Examinations Manager

Approved by: _____ Headteacher

Approved by: _____ On behalf of Governors

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EXAMINATIONS POLICY

Objective

To set up an efficient exam system with clear guidelines for all users.

In September the Examinations Manager (EM) will circulate to all Heads of Department (HoD) the Board and syllabus used by that department. This must be checked, estimated entries made, signed and returned to the EM by the HoD by the date requested.

Entitlement

All students have a right to be entered for examinations in the subjects they are studying where appropriate. To maintain this right the student must attend classes and demonstrate they are committed to achieving their best by submission of homework, coursework and other assigned tasks. Exceptions to this (special needs, medical grounds etc) must be put in writing by the HoD to the EM.

Accountability of Departments

The HoD has responsibility for exam entries/withdrawals etc.

Key Dates

The EM will circulate to all HoD's the key dates for the return of information / entries / enquiries etc. These must be adhered to in order to avoid unnecessary penalty fees. The EM will also circulate the fee structure for the above where practical.

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 EM. The EM has responsibility for making the entries as notified to him by the HoD.

Amendments & Withdrawals

Amendments and withdrawals will be accepted by the Exams Manager up to the date set by the Board. These must be confirmed in writing/email by the HoD. Any late entries, except in exceptional circumstances, will be charged to the department.

Change of Tier - the above applies.

Contingency Planning

In the event the Exams Manager is incapacitated and unable to perform his duties the following should be implemented:

Deputy In Charge: The deputy will need to be a member of SLT and at least one other. Designated staff are:

Mr Chris Humphreys (Assistant Head); Mrs Kate Botterill-Downs; Mrs Sue Perrotton

Mr Ben Hillier (Assistant Head); Mrs Dawn Eyre; Mrs Cindy Glaze

The Deputy will need to:

- Be a designated keyholder to access the exam store room and cupboards
- Know the combination to additional locks
- Fully understand the exam day process and workflow
- Have access to all invigilator details
- Be able to access and print from the Exams Organiser module in SIMS
- Have access to the exams office
- Know what to do regarding SEN Support students
- Know what to do regarding students entitled to use a laptop
- Know the procedure if students are missing at the start of an exam
- Know what to do in the event of Special Considerations being necessary (broken arm, unwell student)
- Be mindful of any private candidates
- Know what to do in the event of a fire bell
- Be available at short notice

During pre-exam phase (making entries, seating, issuing of Statements of Entry etc) then the Deputy should contact the Exams Officer at the partner school (Sturminster Newton High School) for assistance. This is an agreement which has been discussed and agreed between the two parties.

During the exam phase the Deputy should contact one of the senior invigilators to assist, practically, with the running of exams. Senior Invigilators: Mrs Jocelyn Banks, Mr Joe Puszet, Mrs Sue Cowling, Mr Patrick Bradnock, Mrs Delphine Padfield. They will be able to conduct the exam from preparation of papers to despatch of scripts. They just need to be given the papers from the store and the accompanying documentation (seating plans, exam registers etc).

International Students – Access Arrangements

Students may be granted access arrangements by the school if they meet certain criteria. This is a school assessed requirement (following JCQ regulations) and is based on need and normal way of working.

A student may be granted use of a bi-lingual dictionary if English is not their first language.

Extra time for using a bi-lingual dictionary is no longer an option for GCE exams.

A student may be granted up to 25% extra time for use of a bi-lingual dictionary if

- They have lived in the UK for less than 2 years at the time of the exam AND
- English is not one of the languages spoken in the family home AND
- The student has not been educated at an English speaking school abroad AND
- Using a dictionary seriously impacts on the speed of answering questions AND
- The student has not been prepared for, or taken, IGCSE exams where the question papers were set in English.

This data to be compiled, and assessment of need made, by the SENCo and EAL co-ordinator.

The school will provide bi-lingual dictionaries, to those candidates requiring one, at the time of the exam. If a student wishes to use their own dictionary then this must be handed to the EM prior to the exam season for checking and secure storage.

Private Candidates

We do not accept applications from Private Candidates.

External Exams

The EM is responsible for the organisation and conduct of all external exams in accordance with JCQ Regulations for the Conduct of Exams.

- Final confirmation of entry numbers and levels will be made with the HoD.
- All exam papers will be counted in by the EM and kept locked in the secure cupboard. The accompanying checklist will be signed as correct (or otherwise) by the EM.
- All sealed exam papers may be checked by the HoD in the presence of the EM in good time before the exam date.
- The HoD, or other appointed member of the department, may be present at the start of each subject exam for the purpose of identifying and settling students.
- No-one, including subject teachers, member of staff or Board of Governors, will be permitted to freely enter an exam in progress except to communicate solely with an invigilator or EM.
- No exam papers can be removed from the exam room before the end of a session.
- 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.
- Any misconduct or irregularity must be reported to the EM as soon as possible, who will then inform the Exam Board concerned.
- In the absence of the EM at the end of any exam, papers will be collected and taken to the exams office and locked away. Authorised deputy and key holder is Mr Martin Williams.
- Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator.

Coursework

It is the responsibility of each Department to ensure all coursework is despatched at the correct time. The HoD may liaise with the EM if necessary. Coursework will be despatched using a proof of delivery method.

Internal Examinations

The EM will be responsible for the overview of the organisation of accommodation and invigilation for these exams. Each Department will be responsible for producing exam papers which are suitable for the time slot allocated to their subject. Departments must ensure that they are represented at the start of each exam and collect papers at the end.

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

Despatch of exam scripts

Scripts will be collated by the invigilators in charge of the exam and passed to the EM for despatch. These will be appropriately packaged and despatched by ParcelForce in accordance with the guidelines stipulated by JCQ.

Packaged scripts will be kept under supervision in the reception area or in the case of overnight, in the secure cupboard or office safe until collected.

Unused question papers will be kept in secure conditions and released for use by the relevant HoD from the day after the exam. This is to ensure there can be no breach of security in the event of timetable clashes at any centre.

The copy of the attendance register, seating plan and SIMS entry report for that unit will be filed for review if required.

Invigilation

Conduct of invigilators

- The EM will ensure that each exam session has a designated invigilator in charge, whose role will be to deploy invigilators and oversee conduct of each.
- The EM will ensure that the JCQ Regulations for the Conduct of Exams are adhered to.
- The Senior invigilator or EM will check attendance according to seating plan and register.
- Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.

External invigilators

The EM will set up a team of external invigilators. There will be a pool of invigilators 'graded' to indicate level of experience and suitability for taking responsibility to oversee an exam. The EM will prepare a timetable and allocate invigilators to exam slots according to their availability.

Results

- Results will be available for collection on the day notified by the Exam Boards only.
- Subject teachers 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 EM will investigate the feasibility of asking for a re-mark.

Enquiries About Results

The Enquiries About Results policy will be included in the 'Exam Instructions for Students' document which is published in February each year. This document is to be distributed to all exam candidates.

In the event that a student or HoD wishes to make an Enquiry About Results then this must be put in writing to the EM using the appropriate form. The student must sign the form acknowledging that results may go down as well as up and that any that are upheld will incur a charge (unless it has been agreed that these will be paid by the subject dept/school). The EM will then complete the on-line form for the relevant awarding body.

Certificates

Certificates for subjects will be despatched as follows:

November (GCSE re-takes)	February
Summer series	November

On receipt of a batch of certificates, they will be checked that the quantity matches the despatched quantity according to the paperwork included with them.

The appropriate acknowledgement slip will be returned to the Awarding Body if appropriate.

Each candidate's certificate will be collated and put into a clear wallet or card backed envelope for protection and ease of handling.

Students are expected to pay for the postage costs if they will be unable to collect the certificates in person. A list of postage paid students will be collated and used as reference when the time comes for certificate distribution. Students which have not paid the postage costs or who have other outstanding school fees will have their certificates withheld. Certificates legally remain the property of the Examining Body, not the student.

Run the SIMS.net report to get a list of students who have left. Their certificates will be posted by recorded delivery using card backed envelopes.

Students who are still on roll can collect and sign for their certificates from the Exams Office or other appropriate method as deemed suitable.

Certificates which are returned as undeliverable, or those which are not collected, will be stored for a period of 3 years after which they will be destroyed (*see Examinations Office Record Keeping Procedures*).

Examination Re-takes

Students will be expected to pay to re-sit an exam (except where they are funded i.e. timetabled to take the subject). Current fees will be printed on the re-take form. Fees will be payable in advance and the student will not be entered without payment. Exceptions to this will only be accepted in writing from the HoD. Fees will be collected at student reception and a receipt will be issued to the student accordingly.

Access Arrangements

It is the responsibility of SEN Support to liaise with the Exams Office about candidates requiring Access Arrangements. SEN Support must ensure the EM has all information needed on each candidate with Special Needs. The SENCo must ensure requests for Access Arrangements are processed using the Access Arrangements Online facility.

All evidence of needs will be kept on file in SEN Support to be presented to a JCQ inspector on demand. A brief overview of students requiring special arrangements will be kept in the Exams Office.

Special needs exam policy

Staff in Departments should inform SEN Support of Special Needs students who are embarking on a course leading to an examination, and the date of that exam. SEN Support can then inform individual staff, and the Exams Office, of any access arrangements which individual students can be granted during the course and in the exam.

In the case of students with Specific Learning Difficulties/Visual Impairment or certain other medical conditions, these can be any or combinations of the following:

- Extra time for coursework and examinations
- Rest periods
- A reader
- An amanuensis (scribe)/voice activated software
- Enlargements/models
- A helper
- A prompter
- Separate room/invigilator
- Use of word processing/printing facility

Access arrangements can also be made for students to take their examinations outside school e.g. phobic students, M.E. sufferers. In these cases invigilation/examination rules must still be adhered to.

SEN Support will inform the EM, who will communicate with the Exam Boards at the beginning of a course, if any student is to be given special arrangements for coursework which carries marks towards a final mark.

A separate room is required for anyone (or small group of students) entitled to a reader or scribe. A reader or scribe may also be the invigilator. If there are a number of students in the room then there should be an additional roving invigilator.

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

If an external invigilator is required to act as a reader or scribe then only those who have received specific training in this area will be used.

Shaftesbury School Examinations Policy

SEN Support, in consultation with the EM, will complete the on-line Access Arrangement Forms before the appropriate deadline and provide the necessary evidence to reach the Exam Boards (where it is requested) by the stipulated dates. Boards have a timetable of dates for the ordering of modified/ enlarged papers for exams which must be complied with.

The early opening and checking of Special Needs candidates' papers should be conducted in the presence of the EM only with the permission of the Exam 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 EM and locked away.

The necessary re-scheduling of internal and external exams for Special Needs students will be co-ordinated with the EM e.g. students who have extra time cannot fit all 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 SEN Support to ensure that all work is original.

Appeal Procedure for Internal Assessment Decisions

Internal Assessment Decisions (Coursework)

Aim: To allow disputes to be resolved openly and effectively after all other procedures have been exhausted. (e.g. discussion between candidates/carers and the Head of Department or his representatives have failed to resolve the matter). Only to be used in exceptional circumstances.

Procedure:

- A senior member of staff (Deputy Head) will manage appeals and advise the HoD of outcome and ensure all parties are kept informed.
- The procedure will be published in examination information passed to the exam season students prior to the examination period in the summer.
- Appeals should be made in writing to the EM within 7 days of results detailing the complaint and reasons for the appeal.
- The teacher concerned in the appeal to have the right to respond in writing with a copy to the candidate.
- Written response must be made within 5 working days of the start of the Autumn term.
- The candidate has the right to a personal hearing if they are not happy with the written response, and should have sight of all documents prior to that meeting. The candidate may have one parent/carer at the hearing. Both parties (teacher and candidate) should have the opportunity to hear each others submission.
- The Deputy Head and one other senior member of staff not involved in the matter to sit on the panel. Written record of appeals will be kept and a copy of such passed to the candidate within 7 days of the appeal hearing.
- The Awarding Body will be advised by the centre of any change of assessed marks as a result of an appeal.
- It is noted that this procedure needs to be within the date limits set by the Awarding Bodies for their Post Results Services – usually in the third week of September.

Appeal Procedure for Enquiries About Results

Enquiries About Results and information regarding Special Considerations and Access Arrangements

Enquiries about results

Aim: To allow disputes to be resolved openly and effectively.

Procedure:

- A senior member of staff (Deputy Head) will oversee and manage any dispute regarding Enquiries About Results.
- Requests in writing are to be made to the Examination Officer within 7 days of results.
- The Head of Department will decide whether a re-mark is to the candidate's advantage by looking at the grade boundaries and other factors involved.
- Every case will be looked at individually.
- If against advice the candidate/carer wishes to continue with an EAR procedure that they will bear the financial burden (payment to the school in advance of proceeding). If their grade is changed then the fee will be refunded.
- All involved will be advised that grades may go down as well as up and the candidate must sign a consent form.
- The candidate will be informed in writing of the outcome by the EM as soon as it is received.

Special Consideration - for information

Special Consideration in examinations is only awarded in exceptional and prescriptive circumstances laid down by the Joint Council for Qualifications. The Centre will decide on receipt of all information appertaining to the circumstances whether to apply for special consideration taking into consideration the regulations. It is noted and advised to those concerned regarding special consideration that 5% is the maximum adjustment, with more likely 1% or 2% being the normal adjustments.

Full details are available from the Exams Office.

Access Arrangements – for information

The Centre will decide whether to apply or permit access arrangements for candidates in conjunction with the regulations and criteria set down by the JCQ.

Candidates/parents/carers may request access arrangements via the Examinations Officer.

If an application has to be made to the Awarding Body via the centre, access arrangements will not necessarily be awarded.

Examinations Office Record Keeping Procedures

The Examinations Office will

- Ensure that the records are accurate
- Respect confidentiality where necessary
- Ensure that archived documents can be retrieved and this can take place within 5 working days

DATA PROTECTION ACT

The Exams Office will endeavour to maintain the confidentiality of the student. As a general guide no information relating to a student should be released to a third party without seeking written permission from the student e.g. a parent wanting to collect A level results; results to be confirmed to an employer/ prospective employer [unless that employer has sponsored the student to obtain that qualification in terms of fee payment]

ENTRY & REGISTRATIONS

Exam Entry/Registration forms are required to be kept for a period of 2 years – 1 current & 1 archived year. All information can be confirmed by SIMS or by the appropriate Awarding Body negating the requirement to keep paper records.

RESULTS

Result Information is required to be kept for a period of 6 years – 1 current & 5 archived years.

Results should be filed correctly in date order by Awarding Body. The storage boxes/files will be labelled to show the disposal date and method of disposal

When the disposal date has been reached, this paper information will be shredded.

ENQUIRIES ABOUT RESULTS

EARs information relating to a change to the original results issued will be kept for a period of 2 years – 1 current & 1 archived years.

This information will be filed with the Results above.

ACCESS ARRANGEMENTS IN EXAMINATIONS

Information relating to access arrangements in examinations will be kept for a period of 5 years – 1 current & 4 archived year. Supporting evidence relating to special examination arrangements is only valid for 2 years and would require renewal of evidence after that time.

The storage boxes/files will be labelled to show the disposal date and method of disposal

When the disposal date has been reached, this paper information will be shredded.

CERTIFICATES

All certificates will be distributed or posted out to students at the time of achievement. Any returned certificates should be retained for a period of 3 years – 1 current & 2 archived years.

Returned or uncollected certificates will be retained in the Exam Office. In practice, the certificates will be kept indefinitely as students have been known to contact the school some years after they left.

FINANCIAL INFORMATION RELATING TO EXAMINATIONS

Financial records will be held by the Finance Office.

APPENDIX

FORMS

- *Withdrawal of Candidate*
- *Use of Bi-Lingual Dictionary & Extra time*
- *Wording for Commencement of Exams*
- *Private Candidate Exam Request*

EXAMINATIONS

Withdrawal of Candidate

GCSE GCE GNVQ DiDA VCE

Please use this form to notify the Examinations Office of any student who will **not** be taking an examination for any reason.

Date: _____

Requested by: _____
(Head of Dept)

Signed: _____

Student's name: _____

Tutor Group: _____

Reason for withdrawal:

- Left school Dropped subject Other

The above student will not be present at the following exam(s) and should be withdrawn if already entered

Series: (delete as appropriate)

November / January / March / Summer / ALL

Or:

Only missing on the following dates / examination

For office use

Date actioned: _____

By: _____

SHAFTESBURY SCHOOL
International Student Examination Details
(For new students scheduled to take exams)

1. Student name: _____	2. DoB: _____
3. Nationality: _____	4. First language: _____
5. Date first entered UK: _____	6. Total time lived in UK to date: _____

2324.	Is the candidate's first language English, Irish or Welsh?	Y	N
2325.	Is the candidate's date of entry to the UK less than 2 years prior to the date of the examination?	Y	N
2326.	Is English one of the languages spoken in the family home?	Y	N
2327.	Prior to their arrival in the UK has the candidate been educated in an international school where some or the entire curriculum was delivered in English?	Y	N
2328.	Prior to their arrival in the UK was the candidate prepared for or entered for IGCSE qualifications where the question papers were set in English?	Y	N
2329.	Prior to their arrival in the UK was the candidate prepared in English for other qualifications, e.g. IELTS qualifications?	Y	N
2330.	Does the candidate refer to the dictionary so often that it delays the answering of questions?	Y	N
2331.	Is the extensive use of a bilingual dictionary the candidate's normal way of working within the centre?	Y	N

7. Previous UK School (if appropriate):	_____ _____
8. Exam UCI number (if known) <i>(this can be found on Statement of Results)</i>	_____

I authorise Shaftesbury School to make an application on my behalf for the Access Arrangements to which I am entitled.

Signed (student to sign): _____

DICTIONARIES CANNOT BE USED IN: English/English Language; GCSE English Literature, Geography, History, RE
25% Extra time for using a dictionary is **not permissible for GCE subjects.**

The above information has been processed and the outcome is as follows:			
Use of bi-lingual dictionary	<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> ELIGIBLE	
25% extra time <i>(to use bi-lingual dictionary)</i>	<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> ELIGIBLE UNTIL _____ <i>Enter final exam series of eligibility</i>	
EAL Coordinator: _____	Processed by: _____ (Exams Manager)		
Signed: _____	Signed: _____		
Date: _____	Date: _____		

Wording to be used at commencement of exams

“Do not write on your paper until you are asked to do so. You must now follow the Regulations of the examination. If you disobey these regulations then you are at risk of being disqualified from this and other exams.

If you have a bottle of water please make sure the label is removed.

Only material listed on the question paper is permitted in the examination room. You must not have on, or near you, any other material.

(If calculators are allowed): If your calculator lid has printed formulas or instructions then you must hand it in now.

Check now in your pockets that you do not have any unauthorised material such as notes, books, papers and electronic devices of any kind which can capture a digital image, mobile phone, ipod, mp3 player or any device with web or internet capabilities. If your watch is capable of any of these things then that must be handed in also.

For Maths exam Non-Calc add

“This is a no calculator exam. Calculators are not permitted”

For examinations with books that are allowed add

“Check that no notes or papers have been left inside any book which you are permitted to have in the examination room”

Hand in now any of the above items. This is your last chance to hand in a mobile phone without penalty and to ensure that any mobile phone in your bag has been turned off and the alarm function disabled.

Write only in black ink except for drawings and rough notes. Do all rough work in your answer book and neatly cross it through with a single line. Do not use correcting fluid or pens, erasable pens, highlighters or gel pens in your answer. You must write only in the designated sections of the answer booklet.

Tell the students about any Erratum notices

Read carefully the instructions on the front of the question paper. ***(Check for inserts/special instructions)***

Check that you have the right question paper for your subject, unit and level or tier and that you have everything you need to complete the examination including the items listed on the paper.

Now fill in the details required on the front of your answer book or question paper. You must use your legal surname. If you use any additional answer sheets you must put your details on each of those as well.

For MOCK exams – “please write your teacher’s name at the top of the answer paper”

You must not communicate with, distract in any way, assist or ask for help from another candidate while you are in the exam room. If you need assistance, put up your hand to attract the invigilator’s attention.

If the fire alarm sounds please remain seated, in silence, and await further instruction.

Any further questions? ***(Pause for any response)***

The duration of the exam(s) is/are: ***(For more than one exam give each duration)***

The examination will finish at _____ . You may start now.”