



## EXAMINATIONS POLICY

**Date of Last Review:** October 2017

**Date of Next Review:** October 2018

**Responsibility:** Mr P. Murphy

**Advisory Body Signature:**



## **1. Purpose of the Policy**

The purpose of this policy is to ensure that:

- The planning, administration and management of examinations and external assessment processes are conducted in the best interests of students;
- All examinations and external assessment processes are conducted in line with national and examining body regulations;
- All those involved in all aspects of examinations and external assessment processes are familiar with their roles and responsibilities.

## **2. Examination Responsibilities**

### **Headteacher**

Overall responsibility for the School as an examination centre.

### **Member of SLT**

Responsible for the effective provision of all internal and external assessments:

- Ensure that all examinations and external assessment processes are conducted in accordance with national and awarding body regulations.
- Ensure that all TRS students are provided with the opportunity to undertake all external assessments in an organised, well controlled and supportive environment, enabling them to achieve their potential.
- Ensure that students, parents, teachers and all relevant parties are aware of key dates and details regarding all course entries and external examinations.
- Oversee all results analysis:
  - direct and advise on all departmental examinations analysis reports
  - produce detailed analyses of TRS results for all key national measures, identify the performance of students from all relevant sub-groups and summarise all departmental reports.
- Oversee the dissemination, publication and celebration of results.
- Manage the administration of public and internal examinations, coursework and controlled assessments:
- Manage examination administration:
- Maintain systems and processes to support the timely entry of students for their examinations;
- Submit students' coursework and controlled assessment marks;
- Dispatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule;

- Arrange for dissemination of examination results, any appeals/re-mark requests and certification;
- Ensure that all examination entries and coursework/ controlled assessment procedures are administered in a timely and efficient manner through:
  - accurate completion of coursework mark sheets and declaration sheets;
  - accurate completion of entry forms and all other mark sheets;
  - adherence to deadlines as set by the Examinations Manager.
  - Ensure that their relevant examinations run as smoothly and effectively as possible:
- provide revision sessions and walking talking mock prior to all external examinations, wherever possible;
- ensure that they or a representative of their department are present at the start of every formal examination in their subject, to ensure that students and invigilators are clear on the examination contents.
- Analyse their subject's examination performance data and review practice in light of this analysis, considering:
  - performance against predictions and prior attainment data;
  - performance by teaching group;
  - performance by sub-groups including gender, ethnicity, Public Premium and SEN data.

### **Teachers**

- Submission of students' names for entries, amendments, forecast grades, coursework and controlled assessment to HODs.
- Maintain accurate records of students' progress, enabling accurate predictions of results.
- Identify students who are at risk of underperforming.
- Highlight to head of department and Examinations Officer of students who may potentially require access arrangements (as soon as possible after the start of the course).

### **Curriculum Support**

- Test and identify students' requirements for access arrangements and maintain accurate records of all students entitled to access arrangements.
- Update the SIMs registers with details of students entitled to access arrangements.
- Notify Examinations Officer and HODs of relevant details.
- Arrange support for those students entitled to access arrangements in examinations and communicate directly with the Examinations Officer to confirm these arrangements.

### **Invigilators**

- Collection of examination papers and other material from the Examinations Office before the start of the examination.
- Oversee examinations, in line with national and examination body regulations.
- Take an accurate register of all students sitting examinations.
- Collect all examination papers in the correct order at the end of the examination and ensure their return to the Examinations Office.

### **Students**

- Confirm accuracy and sign entries.
- Understand coursework and controlled assessment regulations and sign a declaration that authenticates the work as their own.
- Read, understand and comply with all examination regulations, following instructions from the Examinations team including the Examinations Officer, Invigilators and Access Arrangement providers.

### **Parents/ Carers**

- Confirm accuracy and sign entries.

## **3. Special Needs and Access Arrangements**

The Equality Act (2010) and Disability Discrimination Act (2005) All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Special needs**

A candidate's special needs requirements are determined by the specialist teacher, designated by the curriculum support department.

### **Access arrangements**

- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the curriculum support department.
- Locations for access arrangement candidates will be arranged by the Examinations Officer, in conjunction with the curriculum support department.
- Invigilation for access arrangement candidates will be organised by the curriculum support department.
- Making special arrangements and arranging support for candidates to take examinations is the responsibility of the curriculum support department.

## **4. Entries, Entry Details and Late Entries**

### **Entries**

- HODs and subject teachers select students for examination entries.
- Students or parents/carers can request a subject entry, change of tier or withdrawal.
- Entry deadlines are circulated to HODs via email.
- Late entries need to be authorised by the Assistant Head responsible for examinations.

### **Examination fees**

- The School will pay all normal examination fees on behalf of students.
- Late entry or amendment fees are paid by the TRS, individual departments or students/parents/carers, according to who is responsible for the late action.
- Normally, students' families will be responsible for the payment of re-sit entries, but in some cases the School will cover these entries as well; for example, where the School has entered students into an examination early as part of a fast-track programme.
- 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.

## **5. Regulations, Clash Students and Special Consideration**

### **Regulations**

- The School's published rules on acceptable dress, behaviour and students' use of mobile phones and all electronic devices apply at all times.
- Students' personal belongings remain their own responsibility and the School accepts no liability for their loss or damage.
- Disruptive students are dealt with in accordance with JCQ guidelines. Students may temporarily leave the examination room for a genuine purpose, in which case a member of staff must accompany them.
- The examinations team will attempt to contact any student who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### **Clash Students**

- The Examinations Officer will be responsible, as necessary, for supervising escorts, identifying a secure venue and arranging overnight stays (if necessary) for any student who faces an examination clash on their timetable.

### **Special consideration**

- Should a student be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during

an examination, then it is the student/ parent/ carer's responsibility to alert the School, the Examinations Office, or the examination invigilator, to that effect.

- The student must support any special consideration claim with appropriate evidence within three days of the examination; for example, a letter from the student's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body
- If an unforeseen event affects the running of an exam – for example a prolonged fire alarm or unexpected interruption – this instance should be reported to the member of SLT overseeing Examinations. It is the responsibility of the Examinations Officer to apply for special consideration to the relevant exam board, in such an eventuality.

## **6. Controlled Assessments, Coursework and Appeals against Internal Assessments**

### **Controlled assessments**

Controlled assessments are the responsibility of HODs:

- All controlled assessments should be run in line with the relevant awarding body's regulations.
- The member of SLT responsible for examinations and Examinations Officer should be informed of the running of all controlled assessments at least two weeks prior to their commencement.
- HODs will ensure that the Examinations Officer and the curriculum support department are informed of all students requiring special consideration or access arrangements for their controlled assessments at least two weeks prior to their commencement.
- HODs will complete and pass relevant mark sheets and samples to the Examinations Officer.
- The Examinations Office will dispatch mark sheets, controlled assessment samples and keep a record of what has been sent when and to whom.
- HODs provide the Examinations Office with marks for all internally assessed work

### **Coursework**

The completion of coursework is the responsibility of HODs:

- All coursework should be completed in line with the relevant awarding body's regulations.
- Students should submit coursework before the deadlines provided by HODs.
- HODs will complete and pass relevant mark sheets and samples to the Examinations Officer.
- The Examinations Office will dispatch mark sheets, coursework samples and keep a record of what has been sent when and to whom.

### **Appeals against internal assessments**

The School is obliged to publish a separate procedure on this subject, which is available from the Examinations Office. 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.
- Students 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 to the Headteacher who will decide whether the process used conformed to the necessary requirements

The Headteacher's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection

## **7. Results, Enquiries about Results (EARs) and Access to Scripts (ATS) Results**

- Students will receive individual results slips on results days either in person at the centre or by post to their home
- The Examinations Officer makes arrangements for the School to be open on results days.

### **EARs**

- EARs may be requested by School staff or students if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the Examinations Officer, teaching staff and members of SLT responsible for examinations will investigate the feasibility of asking for a re-mark at the School's expense.
- When the centre does not uphold an EAR, a student may apply to have an enquiry carried out. If a student requires this against the advice of subject staff, they will be charged.
- The consent of students must be obtained for all EARs

### **ATS**

- After the release of results, students may ask subject staff to request the return of papers within three days' scrutiny of the results.
- School staff may also request scripts for investigation or for teaching purposes. The consent of students must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

GCE re-marks can be applied for once a photocopied script only has been returned, but cannot be applied for once the original script has been returned. (Photocopy scripts are available for GCEs only within one week of result publication date).

## **8. Certificates**

- Certificates are presented in person.
- Certificates may be collected on behalf of a student by a third party, provided they have written authority to do so and photographic identification.