



EXAMINATIONS POLICY (SENIOR SCHOOL)

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Introduction

The purposes of this Examinations Policy are:

- to ensure the planning and management of Senior School examinations is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient examinations system with clear guidelines for all relevant staff
- to outline procedures and contingencies for adverse circumstances, including staff absence, adverse weather and centre closure.

It is the responsibility of everyone involved in the Centre's examinations processes to read, understand and implement this policy.

This examinations policy will be reviewed annually.

This examinations policy will be reviewed by the Deputy Head (Academic and Curriculum) Mr Alex Newman, in consultation with relevant staff.

1. Examination responsibilities

The Headmaster carries overall responsibility for the School as an examination centre and is responsible for reporting all suspicious or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

The Examinations Officer has overall responsibility for:

- the administration of public and internal examinations and analysis of examination results:
- advising the School Leadership Team (SLT), Subject Leaders and other relevant staff on annual examination timetables and application procedures as set by the various awarding bodies
- overseeing the production and distribution to staff, governors, parents and candidates of an annual calendar for all exams in which candidates will be involved and regular communication with staff concerning imminent deadlines and events
- ensuring that candidates and their parents are informed of and understand those aspects of the examinations timetable that will affect them
- consulting with teaching staff to ensure that Controlled Assessments and coursework is completed on time and in accordance with JCQ guidelines
- administering access arrangements using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations* in conjunction with the Head of Support for Learning
- line managing the Examinations Team
- preparing and presenting reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future improvements might be made
- arranging for dissemination of examinations results and certificates to candidates and forwarding any appeals/re-mark requests

- maintaining systems and processes to support the timely entry of candidates for their examinations.

The Examinations Team (Examinations Officer and Manager) is responsible for:

- providing and confirming detailed data on entries (estimated and actual)
- receiving, checking and storing securely all examination papers and completed scripts
- making applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifying and managing examinations timetable clashes
- submitting candidates' coursework and controlled assessment marks, tracking despatches and storing returned controlled assessments, coursework and any other material required by the appropriate awarding bodies correctly and on schedule

Subject Leaders are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examinations entries, levels of entry and amendments to entries
- ensuring candidates are fully briefed and prepared with regard to individual examination, coursework and controlled assessment requirements
- involvement in post-results procedures where necessary and appropriate
- accurate and timely completion of coursework and controlled assessment mark sheets and declaration sheets
- accurate and timely completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

The Head of Support for Learning is responsible for:

- administration of access arrangements in conjunction with the Examinations Officer
- identification and testing of candidates' requirements for access arrangements.
- arranging provision of additional support, in conjunction with the Examinations Team with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, ICT equipment, etc. to help candidates achieve their course aims.

Invigilators are responsible for:

- ensuring the conduct of examinations in accordance with School policies and practice and JCQ *Instructions for conducting examinations*
- collection of examination papers and other material from the Examinations Officer's room before the start of examinations
- collection of all examination papers in the correct (candidate number) order at the end of examinations and their return to the Examinations Officer's room

Candidates are responsible for:

- conduct within examinations in accordance with School policies and practice and JCQ *Instructions for conducting examinations*
- checking, confirming and signing of entries
- arriving at the notified location ten minutes before the scheduled start of an examination with the correct equipment as advised
- understanding coursework and controlled assessment regulations and signing a declaration that authenticates the work as their own

Senior School Office Staff are responsible for:

- initial receipt, subsequent recording of receipt and secure storage of examination materials
- supporting for the accurate input of data
- checking the clerical accuracy of data
- despatching and posting of examination papers and other examinations-related materials

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Headmaster.

The statutory tests and qualifications currently offered are GCSEs, iGCSEs, AS Levels, A levels, Cambridge Technicals and BTECs.

The subjects offered for these qualifications in any academic year are published by the School. If there is to be a change of specification from the previous year, the Examinations Officer must be informed by the relevant Subject Leader at the earliest possible stage.

At Key Stage 4, all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16, it is expected that AS modules will be completed during Year 12 and A2 modules during Year 13.

3. Examinations seasons and timetables

3.1 Examinations seasons

External examinations may be scheduled in November (re-sits for GCSE English and Maths only), January (for Cambridge Technicals) and May/June.

Internal examinations are scheduled in February (Years 11 to 13 inclusive) and May/June (Years 7 to 10 inclusive).

3.2 Timetables

The Examinations Officer has overall responsibility for ensuring the circulation of examination timetables for both external and internal examinations once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their examinations entries by the Deputy Head (Academic and Curriculum) informed by Subject Leaders. Subject teachers must make it clear to candidates which papers, components and entry level or tier they have been entered for.

A candidate or parent/carer can request a subject entry, change of level or withdrawal. The final decision over a subject entry, change of level or withdrawal rests with the Deputy Head (Academic and Curriculum) who, in making a final decision, will consult with relevant teaching staff.

The Centre does not accept entries from external candidates. The exception to this is entries for former students with a connection to the School who are resitting examinations. In addition, The Newcastle Mandarin School have access to us as a Centre on account of their long-standing relationship with the School.

4.2 Late entries

Entry deadlines are circulated to Subject Leaders via meetings and/or e-mail.

Late entries are authorised by the Deputy Head (Academic and Curriculum)

4.3 Retakes

Re-take decisions will be made in consultation with the candidates, subject teachers, the relevant Subject Leader and the Deputy Head (Academic and Curriculum).

(See also section 5: Examination fees)

5. Examinations fees

GCSE initial registration and entry examinations fees are paid by the Centre.

AS Level or vocational equivalent initial registration and entry examinations fees are paid by the Centre.

A2 Level or vocational equivalent initial registration and entry examinations fees are paid by the Centre. The exception to this are supplementary assessments required by universities for access to some courses, e.g. BMAT

Former students, sitting as external candidates for re-sit examinations are required to pay the relevant Awarding Bodies entry fees for each unit retaken.

Late entry or amendment fees are paid by the candidates/their parents/carers.

Candidates or subject areas 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.

Reimbursement may be sought from candidates who fail to sit (an) examination(s) or meet the necessary coursework requirements.

Retake fees for second and any subsequent retakes are paid by the candidates/their parents/carers. (See also section 4.3: Retakes). Any costs incurred by an external candidate for exam invigilation, additional support (scribe, prompt etc.) or rooming will be paid for by the candidate.

Candidates must pay the fee for an enquiry about a result, should the Centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 12.2: Enquiries about results [EARs])

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

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

A candidate's special needs requirements are determined by the Head of Support for Learning supported where appropriate by the advice of an educational psychologist and/or other professional specialists.

The Head of Support for Learning will inform subject teachers of candidates with special educational needs who are embarking on a course leading to (an) examination(s). The Head of Support for Learning will inform individual staff of

any special arrangements that individual candidates may be granted during the course and in (an) examination(s).

6.3 Access Arrangements

Making special arrangements for candidates to take examinations is the responsibility of the Examinations Officer supported by the Head of Support for Learning.

Submitting completed access arrangement applications to the awarding bodies and pursuing any queries relating thereto is the responsibility of the Examinations Officer supported by the Head of Support for Learning.

Rooming for access arrangement candidates will be arranged by the Examinations Manager.

Invigilation and support for access arrangement candidates will be organised by the Examinations Manager in conjunction with the Examinations Officer, supported by the Head of Support for Learning.

7. Estimated grades

Subject Leaders will submit estimated grades to the Examinations Manager when requested.

8. Managing invigilators and examination days

8.1 Invigilator training

Any member of staff who is expected to conduct invigilation at the Centre will receive training and updates on policies and procedures. This is available to all staff on an annual basis, and is supplemented by written documentation.

8.2 Examination days

The Examinations Officer will allocate all examinations rooms after liaison with other users and make the question papers, other examinations stationery and materials available for the invigilators.

Caretaking Staff are responsible for setting up the allocated rooms as directed by the Examinations Officer/Manager.

Lead invigilators will start all examinations in accordance with JCQ guidelines.

Subject staff may be present at the start of an examination but must not assist candidates or advise on which questions are to be attempted.

In practical examinations, subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Subject Leaders by the Examinations Officer/Manager following the end of the examination session.

9. Examination Room Evacuation Procedures

If a fire alarm is sounded or it becomes necessary to evacuate a room or part of the school during an examination, invigilators should use the following procedure:

- Stop candidates from writing
- Make a note of the time the examination was stopped
- Collect the attendance register
- Advise candidates to leave all papers, scripts and belongings in the room and to leave the room calmly and in silence - candidates must not talk to each other or to anybody else outside of the examination room
- Follow normal Senior School evacuation procedures
- Assemble candidates on Astroturf separately from other pupils
- Await further instructions
- Remember - health and safety is paramount

Reference: JCQ *Instructions for conducting examinations*, p. 39, Sect. 18

10. Candidates, clash candidates and special consideration

10.1 Candidates

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The Examinations Officer/Team will make arrangements to attempt to contact any candidate who is not present at the start of an examination paper and deal with them in accordance with JCQ guidelines.

10.2 Clash candidates

The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays where required.

10.3 Special consideration

Should a candidate be too ill to sit (an) examination(s), suffer bereavement or other trauma or be taken ill during an examination, it is the candidate's responsibility to alert the Centre, or the examination invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence, for example, a letter from the candidate's doctor, within five days of the examination(s).

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

11. Coursework, Controlled Assessments and appeals against internal assessments

11.1 Coursework and Controlled Assessments

Candidates who have to prepare coursework should do so by deadlines published by the School.

Subject Leaders will ensure all coursework and controlled assessments are ready for despatch at the correct time and the Examinations Team will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Examinations Team by Subject Leaders.

11.2 Appeals against internal assessments

The Centre is obliged to publish a separate procedure on this subject, which is available as an appendix to this policy (Sect 14).

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 controlled assessment or coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by the candidate's parent/carer before 1st May of the year in which the written examinations are taken to the Deputy Head (Academic and Curriculum), or other nominee who will decide whether the process used conformed to the published requirements
- the outcome of the appeal will be notified in writing and recorded for awarding body inspection.

12. Results, enquiries about results (EARs) and access to scripts (ATS)

12.1 Results

Candidates will receive individual results packs on results days in person at the Centre.

Arrangements for the School to be open on results days, along with the provision of staff, are the responsibility of the Deputy Head (Academic and Curriculum).

12.2 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.

When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.
(See section 5: Exam fees)

12.3 Access To Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the Examinations Officer and teaching staff will investigate the feasibility of asking for a re-mark at the Centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the cost will be charged to subject area budgets and the consent of candidates must be obtained.

Re-marks cannot be applied for once a script has been returned.

13. Certificates

Certificates are presented in person and collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates are not withheld from candidates who owe fees.

The Centre retains certificates for twelve months after which time they are destroyed securely.

14. Contingency plans for staff absence and Centre closure

The following section draws from the documents and guidance below from the Department of Education.

Department for Education guidelines on emergency planning:
<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

Department for Education contingency planning guidance:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

In the event of staff absence, it is the responsibility of the Senior Leadership Team to co-ordinate proceedings to ensure that all examinations are able to be run effectively and without significant disruption.

If there are circumstances which are likely to result in the delayed arrival of candidates, the Examinations Officer or a member of SLT will make the decision whether to delay the start of an examination in accordance with JCQ regulations.

If the Centre be closed for any reason, the following actions will be initiated:

- Centre will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding bodies.
- Centre will offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to apply to awarding bodies for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have a medical certificate or have been advised by their centre not to attend an examination. If a candidate chooses not to sit an examination they should be aware that special consideration rules will not apply.

15. Appendix: Appeals against Internal Assessment of work for External Qualifications

Newcastle School for Boys is committed to ensuring that whenever its staff assess boys' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The School is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation ensures consistency.

If a boy feels that this may not have happened in relation to his work, he may make use of this appeals procedure. Appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the School for moderation by the awarding body.

1. Appeals should be made as early as possible and at least before 1st May of the year in which the relevant written examinations are scheduled to be taken.
2. Appeals should be made in writing by the candidate's parent/carer to the Deputy Head (Academic and Curriculum), who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Deputy Head (Academic and

Curriculum) was directly involved in the assessment in question, or is not able to conduct the investigation for some other reason, the Headmaster will appoint another member of staff to conduct the investigation.

3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCDA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Headmaster and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This process is outside the control of Newcastle School for Boys and is not covered by this procedure. If you have concerns about it, please ask the Deputy Head (Academic and Curriculum) for a copy of the appeals procedure of the relevant awarding body.

ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate consent form for enquiries about results

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result (a review of the original marking) and a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Centre Number 39232	Centre Name NEWCASTLE SCHOOL FOR BOYS
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, component/unit)

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded.

Signed: _____

Date: _____

This form will be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.

ACCESS TO SCRIPTS

Candidate consent form for access to and use of examination scripts

Centre Number 39232	Centre Name NEWCASTLE SCHOOL FOR BOYS
Candidate Number	Candidate Name
Subject	Component/unit code

- I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

Signed: _____

Date: _____

This form will be retained on the centre's files for at least six months.