

ANGLO EUROPEAN SCHOOL



EXAMINATIONS POLICY

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*delete as appropriate

Anglo European School Public Examinations Policy

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The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff, by putting on shared examinations folder.

1. Exam responsibilities

Head of Centre (Headteachers)

The 'head of centre' is the most senior operational officer in the organisation. It is the responsibility of the head of centre to ensure that all staff comply with the JCQ instructions. For details about specific head of centre responsibilities, see sections 1, 8, 11, 12, 13, 16, 24, Appendix 1, section 6 and Appendix 8. (ICE Introduction)

The Head of centre needs to understand the contents of the annually updated JCQ publications including:

- General Regulations for Approved Centres
- Instructions for Conducting Examinations (ICE)
- Access Arrangements and Reasonable Adjustments
- Suspected Malpractice - Policies and Procedures
- Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
- A guide to the special consideration process

They ensure the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments

Exams Officer

Manages the administration of public exams:

- advises the senior leadership team, Heads of Subject, class teachers and other relevant Professional support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with Heads of Departments to ensure that necessary non-examination assessments and coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts, and ensures collection and posting of completed scripts
- administers access arrangements and makes 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 [see Access Arrangements Policy]*
- identifies and manages exam timetable clashes

- accounts for income and expenditures relating to all exam costs/charges
- line manages the Examinations Assistant and senior exams invigilator.
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' non-examination assessment and coursework marks, tracks despatch and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Heads of Department/Subject

- Oversight of all department/Subject public exam entries.
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework and non-examination assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

SENCO

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Heads of Department/Subject.
- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.

Lead invigilator/invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Lead invigilator to designate duties to other invigilators.

Candidates

- Confirmation and signing of entries.
- Understanding coursework and non-examination assessment regulations and signing a declaration that authenticates the coursework as their own.

1.1 Centre inspections

It is the responsibility of the centre, and ultimately the Head of Centre, to Co-operate with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical. The centre must allow all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection

2. The qualifications offered

The qualifications offered at this centre are decided by the Headteachers, advised by Heads of Department/Subject Leaders. The qualifications offered are: level 3 (A level and IB Diploma & Certificates); level 2 (GCSE and non-GCSE alternatives); level 1 foundation and entry courses when appropriate).

If there has been a change of examination board or syllabus from the previous year, the exams office must be informed by the first day of the academic year. This is the responsibility of the Head of Department/Subject.

3.1 Exam seasons and timetables

External exams are scheduled in May and June, with some entries at other times of the year. The exam series that is used in the centre is decided by the headteachers, advised by heads of department.

The Exams Officer will circulate the exam timetables for external exams once these are confirmed and in good time for thorough preparation for examinations by the candidates.

4. Entries, entry details, late entries and retakes

4.1 Entries

Exam entries are received from Heads of Departments/Subjects (or their Nominee). Candidates' levels of entry are selected by the Heads of Department/Subject. A candidate or parent/carer can request a subject entry, change of level or withdrawal; this must be agreed by the Deputy Headteacher in consultation with the Head of Department/Subject.

The centre can agree to enter a candidate who is not in attendance at the centre as a private candidate; this is at the discretion of the Headteachers and if the specification is available to private candidates. There will be a charge for such services (see charging policy).

4.2 Late entries

Entry deadlines are circulated to Heads of Department. Late entries and amendments are authorised by Heads of Department by returning the appropriate Late Entries / Amendment form to the Exams Office. There may be a charge incurred by the department for such changes that are in their control.

4.3 Retakes

6th formers identified by the exams office as planning to take 3 or more resits will be referred to the Sixth Form team as this is a significant workload increase. All retake decisions will be made in consultation with the candidates, subject teachers and the Heads of Department/Subject.

Students that enter the sixth form and do not have a grade 4 or above in English or Mathematics are required to sit retake examinations in the relevant subject(s). Students that have gained a grade 4 in either of these subjects are advised to retake English or Mathematics.

5. Security of Assessment Materials

The Head of Centre and the Exams Office take all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:

- the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
- appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
- access to the secure room and secure storage facility is restricted to the authorised two to six key holders (ensuring only persons authorised by the head of centre and the exams officer are allowed access to the centre's secure storage facility as one of the two to six key holders)
- the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
- that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff

The Head of Centre and the Exams Office must make arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations.

- Make arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allow candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- Obtain written approval from the relevant awarding body before permitting a third party to deliver any part of a qualification including assessments

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, take all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensure irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Ensure risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)

6. Exam fees

All initial registration and entry exam fees are paid by the centre. Late entry or amendment fees are paid by the centre, where this a result of choices made by the subject department; otherwise, candidates will be required to pay these fees. Candidates or departments will not be charged for changes of tier or withdrawals made by the proper procedures, provided these are made within the time allowed by the awarding bodies. Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements without a valid reason. This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees plus an administration fee, for first and any subsequent retakes are paid by the candidates. (See also section 4 Retakes).

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 11.2: Enquiries about results [EARs])

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

7.1 DDA

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

7.2 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 exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

7.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the appropriately qualified member of staff. Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer. Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

Refer to the Access Arrangements policy for more details.

8. Estimated grades

The Heads of Department will submit estimated grades to the exams officer when requested by the exams officer so that the centre can respond to requests by examination bodies.

9. Managing invigilators and exam days

9.1 Managing invigilators

External invigilators will be used for exam supervision for all external examinations. The recruitment and training of invigilators is the responsibility of the exams office, in consultation with the Deputy Headteacher. Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Office Manager. DBS fees for securing such clearance are paid by the centre. Invigilators are timetabled and briefed by the exams office.

9.2 Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator. Site management is responsible for setting up the allocated rooms. The lead invigilator will start and administer all exams in accordance with JCQ guidelines.

A subject representative may be available at the start of the exam to assist with identification of candidates and /or respond to any other queries raised by the senior invigilator but must not advise on which questions are to be attempted, nor involve themselves in any other way with the running of the exam room except under the direction of the senior invigilator.

In practical exams subject teachers will be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department/faculty at an appropriate time the end of the exam session by the exams office.

9.3 Evacuation Procedures during Public Exams

If the fire alarm goes off during a public exam invigilators should stop all candidates from writing and note the time.

If candidates are required to leave the room all question papers and scripts must be left in the room and candidates must leave in silence and in an orderly manner. The Lead Invigilator must collect the attendance register in order to ensure that all candidates are present in the assembly area. Candidates and invigilators should make their way to the assembly area, which is the car park in front of C block (or the area by the sanctuary) and supervised by invigilators. Candidates will be allowed to return to the Exam Room once normal procedures have been completed.

Invigilators should make a note of how long the interruption lasted and on returning to the Exam Room allow the full working time set for the examinations. The Exam Officer will request a special consideration for all candidates affected by an evacuation procedure.

10. Candidates, clash candidates and special consideration

10.1 Candidates

The school'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 and the school's behaviour policy. Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The exams officer will ensure the pastoral manager attempts to contact any candidate who is not present at the start of an exam and will deal with them in accordance with JCQ guidelines and the school's attendance policy.

10.2 Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

10.3 Special consideration

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

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

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

11. Coursework and appeals against internal assessments

11.1 Coursework and non-examination assessments

Candidates who have to prepare portfolios should do so by the centre-defined date. Candidates should be informed of the mark awarded in usual circumstances. They should be advised that they may request materials to assist them in considering whether to request a review of the marking. Heads of Department will ensure all coursework is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom. Marks for all internally assessed work are provided to the exams office by the subject teachers, via the Head of Subject.

11.2 Appeals against internal assessments

Refer to the separate Internal Assessments appeals policy for further details.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment.
- candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- a review of the marking should be carried out by an assessor who has appropriate competence and has no previous involvement in the assessment of the candidate, when it is feasible to do so.
- appeals should be made in writing within one week of receiving the mark awarded to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams officer 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 slips on results days in person at the centre / by post to their home addresses (candidates to provide sae). If a candidate wishes their results to be collected by someone other than themselves then they must inform the Exam Officer in writing in good time.

Arrangements for the school to be open on results days are made by the head of centre.

12.2 Enquiries about results (EARs)

EARs may be requested by centre staff (with the candidate's written consent) 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.

Details of the services offered by the JCQ are set out in their booklet entitled Post Results Services.

Clerical re-check.

This will include the totalling and recording of marks, the application of any adjustments and the application of any special consideration. The outcome of the re-check will be reported with a statement of the total marks awarded for each unit.

Post results review of marking.

This will include a clerical check and a review of the marking.

There is also a priority service available only to candidates who have entered for a level 3 qualification and if their place in further education is dependent upon the outcome. This has to be submitted during the week following the results.

Review of moderation.

Only the centre may request this review. The review will be of the original candidate's work which was sent to the moderator. Candidates' consent is needed for 1 and 2 but not for review of coursework moderation. The deadline for EARs is usually during the third week in September.

12.3 Access of Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers. If a result is queried, the exams officer, teaching staff and head of centre 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 consent of candidates must be obtained. Re-marks cannot be applied for once a script has been returned.

Payment for EARs

Heads of department can recommend an EAR in which case the department will incur the cost unless the Headteachers sanction other arrangements prior to the enquiry being made. Students and parents should be reminded that grades can also go down as well as up after a remark.

Students may request an EAR but will have to pay the costs. A small administrative cost will be charged to parents. Procedures cannot take place unless the student has submitted a candidate consent form with payment.

Appeals

The appeals process is available to centres or candidates who are dissatisfied after receiving the outcome of an EAR. Appeals must be submitted to the relevant awarding body within 14 calendar days of the notification of the outcome of the enquiry. They must be made in writing and clearly state the grounds for appeal. When an original hard copy script has been returned to the centre or candidate as part of an enquiry about results, its security is compromised and it cannot be subject to an appeal.

13. Certificates

Certificates are collected and signed for by the candidate. Certificates may be collected on behalf of a candidate by a third party, provided written authorisation is provided to the centre. Certificates are not withheld from candidates who owe fees. The centre retains certificates for two years, after which time they may be securely destroyed.

14. Contingency Plans

In the unlikely event that the usual examination facilities are not available for us, examinations will be housed in other venues in the school. For example, if the Sports Hall cannot be used then large examinations can be arranged in the school hall. In addition, during the public examinations period it would be possible to use venues such as the top of C block for examinations, with additional invigilation requirements

In the very unlikely event that the school cannot be used (and before temporary classrooms are made available) then alternative venues would need to be found, depending on the size of the examination cohort affected. Such venues could include the Community centre in Ingatestone or other local secondary schools with suitable available space.