

## Policy for Examination Entry

(Appended documents: External Examinations: Exams Invigilation Code:)

**Review Date : September 2018**

**Reviewed by S Bellamy/SLT**

### School Context

- The highest standards are expected from all students.
- Each student will be encouraged, and is expected, to perform to the best of their ability.
- The school will prepare each student appropriately to exam standards

### 1. Principles:

- Students and parents will be advised as to the most appropriate examination course at the relevant stage.
- All students who have satisfactorily completed the course to the best of their ability will be entered for public examinations.
- The school will pay for any candidate's first attempt on sitting an examination.
- If a candidate wishes to re-take the same examination, they (or their parents) must pay the fees entailed.
- If a student takes an examination without having followed a course at Bishop Stopford School in the subject, they (or their parents) must pay the costs incurred.
- If a student, who has been entered by the School for an examination, does not appear for the examination, they (or their parents) must pay for the examination missed.
- If a student, who has been entered by the School for an examination, does not complete the required coursework or controlled assessment tasks, they (or their parents) must pay for the relevant subject entry fees.

### 2. Responsibilities:

#### 2.1 Heads of Faculty

- Liaise with the Assistant Head (Student Services) to inform them of students who are underachieving and who will not be able to complete the course. Action plans will be set up to help the students.
- Submit examination entries to the Examinations Officer by the published deadlines

#### 2.2 Heads of Year

- Monitor students' progress using the school's internal system. Intervention will take place for those who give cause for concern and parents will be informed.

#### 2.3 Examinations Officer

- Enter sixth form students for one exam session per subject per examination cycle. Any entries which are 'resits' will be paid for by the student at the time of entry.
- Enter GCSE students for one exam session per subject per examination cycle. Any entries which are 'resits' will be paid for by the student (or parent) at the time of entry.
- Remove entries in cases where the Assistant Head (Student Services) is not satisfied with a student's attendance and record of work.

#### 2.4 Special Educational Needs and Disabilities Coordinator (SENDCo)

- Ensure a member of the SEND team is appropriately trained to administer Access Arrangement testing
- Identify and test candidates for access arrangements and notify the Exams Officer in good time so that they are able to put in place exam day arrangements
- Process any necessary applications in order to gain approval (if required).

- Work with the exams officer to provide the access arrangements required by candidates in exams rooms.

### **3. Access arrangements**

The SENDCo and Specialist Teacher for Access Arrangements will:

- Ensure that they are fully cognisant of JCQ requirements.
- Ensure appropriate Access Arrangements are implemented and maintained for identified students.
- Inform subject teachers of candidates with access arrangements and ensure that their assessment methods are appropriate.
- Submit completed access arrangement applications to the awarding bodies with Exams Officer
- Invigilate and support Access Arrangement candidates, as defined in the JCQ access arrangements regulations

### **4. Special consideration**

- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer to that effect.
- The candidate must support any special consideration claim with appropriate evidence within 3 working days of the exam. Evidence must be dated on the date of the exam affected.
- The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

### **5. Equality Legislation**

- All exam centre staff must ensure that they meet the requirements of any equality legislation.
- The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre, SendCo and Exams Officer.

### **6. Examination Process**

- The Examinations Officer will be instructed to enter students for their GCSE and GCE examinations by the Head of Faculty/Subject
- The Examinations Officer will be informed of any students for whom entry to an examination is considered inappropriate from the Leadership Team, Head of Faculty/Subject or Sixth Form Leadership Team in writing on an official Examination Withdrawal Form signed by the student and parent/guardian.
- Students will be issued with a Statement of Entry by the Examinations Officer, as soon as exam entries have been confirmed by the head of faculty/subject. A copy will be checked and signed by parents or Sixth Form students and returned to the exams office; a second copy is to be retained by the student for information.
- Students will be issued with an Individual Exam Timetable at least 2 weeks before their exams begin, which will clearly detail each of the unit/module codes entered for, the exam date, start time, exam room and seat number allocated.
- A copy of "Exam Day Procedures" will be issued with the exam timetable to each student and a copy sent to form tutors and parents/guardians.
- At the beginning of the students GCSE and GCE learning, at the start of the new Autumn Term, an Examination Information Booklet outlining the full examinations process including examining board rules and regulations will be issued to Year 10 and Year 12 students.
- Exam information, examining board rules and regulations and examination timetables will be available to view by staff, parents and students on the school website and VLE. Students and staff will also be able to view all exam information and copies of the examining board rules and regulations on the Exam Office Notice Board in the main school foyer. The information will be updated regularly.
- Exam timetables and registers with seating information will be displayed on the exam notice board for students' information. In addition, seating plans will be displayed outside the exam room on the day of the examination.

## External Examinations

**It is important that the School adopts a sound system of exams invigilation as external examinations are a significant feature of school life. The main exam series is in May and June with an opportunity to re-sit GCSE Maths and English/English Language in early November.**

The School must ensure that examinations run smoothly for the benefit and encouragement of all students and in order to fully comply with exam board rules and regulations. In order to achieve these aims the following code is designed to ensure a quality experience for students.

### Examination Administration – Role Clarification

- Controlled Assessment: to be organised and managed by the relevant Head of Faculty/Subject following strict examining boards rules and regulations.
- GCSE & GCE Mock exams – to be organised and managed by the Exams Officer in conjunction with the Heads of Faculty/Subject. To be run as external examinations
- External Exams: GCSE & ASGCE/AGCE level examinations will be organised and managed by the Exams Officer with entries/amendments approved by the Heads of Faculty/Subject before submission to the examining boards.

### Examinations Officer Duties

- Will liaise with the Heads of Faculty/Subject and examination boards with regard to registration, syllabus and specification information
- Will keep the Examination Information Handbook up to date and ensure that copies are distributed to students/parents and staff
- Will liaise with the examination boards with regards to JCQ rules and regulations and will disseminate such information.
- Will maintain accurate and updated records for all students entitled to exam dispensation
- Will input exam entries and entry amendments onto the School system and submit files to the examining boards within the deadlines set
- Will communicate with Heads of Faculty/Subject to ensure that coursework / controlled assessment tasks are completed, moderated and other requirements by the examination boards are met.
- Will organise rooming of examinations
- Will receive and securely store and log all examination papers and other examination/assessment materials.
- Will make contact with exam boards regarding special considerations, exam clashes and changes of time or venue.
- Will see that all examination/assessment materials are prepared for posting and are dispatched accurately as instructed.
- Will ensure that the examinations timetable is prepared including rooming and that all candidates receive copies of their “Statement of Entry” and their “Individual Timetable” together with notification of the JCQ rules and regulations
- Will prepare seating plans for each examination room.
- Will inform the site supervising team of what preparations are necessary regarding exam rooms, desks and other equipment required to run the examinations.
- Will check that examination rooms have been appropriately set up and report any problems immediately to the Site Manager.
- Will prepare exam materials for the invigilators for each exam and see that all security regulations are met with regard to exam materials, documentation and equipment used within the exam room.
- Will manage a team of external invigilators, their training and monitor that all JCQ regulations within the exam room are adhered to.
- Will make preparations for the receipt and distribution of results to the students with the designated members of the Senior Team.
- Will organise and monitor all post result enquiries and appeals to the Examination Boards and log the receipt of examination certificates.
- Will prepare examination certificates for the Presentation Evening.
- Will ensure that certificates not collected will be stored securely for later collection.

### Student Data Manager Duties

- Will organise the student and course sims assessment database and provide detailed breakdown and analysis of results.

## External Exams Invigilation Code

Invigilators are asked to familiarise themselves with exams procedures and regulation as stated in the JCQ Handbook "Instructions for conducting examinations". These must be applied in every exam room.

Examinations will be staffed and run by external invigilators. If possible, the Head of Subject or a representative of the teaching team should be present outside the exam room to assist in keeping students calm, ordered and give encouragement. There should be no other member of staff in the exam room without authorisation in writing from the Head Teacher or prior approval by the examinations officer.

Invigilators should present themselves promptly and the examination room ready to receive students at least 15 minutes before the start of the examination. When there is more than one invigilator, one member of staff will be designated as Lead Invigilator (indicated on the Invigilation Sheet). Lead Invigilators will be expected to begin and end each exam as appropriate.

Invigilators should check desks for graffiti/damage before and after the exam.

All bags, coats etc. must be placed at the front or back of the exam room. Pencil cases on desks must be clear plastic. Water bottles clear plastic with labels removed and calculator lids removed.

Mobile phones/iPods/MP3 players and all other electronic data storage devices must be handed to an invigilator then kept securely in the exams office where they can be collected by the students at the end of the exam session.

The start and finish times, Centre Number and exam details must be made clear and displayed on a white board or other display board.

Examining board notices and a clock (or clocks for larger venues) should be displayed prominently as required inside and outside the exam room.

The exam room register must be completed by an invigilator and the exams officer notified of any absent students as soon as possible. The start of the exam must not be delayed for any late arrivals.

During the exam, quietly and without disruption to the students, invigilators should walk around the room and the Lead Invigilator ensure all areas, in the large venues, are supervised by an invigilator at all times.

If any exam room regulations are broken the Lead Invigilator should contact the Exams Officer immediately.

Students allowed extra time must complete an extra time card which must be countersigned by an invigilator.

Invigilators are reminded that no other work should be taken into the exam room, unless it is a special requirement for the exam paper and prior notice has been given from the Exams Officer.

Invigilators should maintain silence unless conversation is essential for the conduct of the examination.

Only the Lead Invigilator should have access to a mobile phone during an exam session in case of an emergency and has to contact the exams office.

At the end of the exam all papers should be collected in the presence of the students.

Spare exam papers cannot be taken by members of staff at the end of an exam. All exam stationery must be returned to the exams office by the invigilator

Morning examinations will begin at 9.00am. Examinations scheduled for afternoon sessions will begin at 1.30pm. Site staff will have desks set out by 12.45 pm

If invigilators are required for internal assessments or mock exams, the same procedures for external exams should be followed as closely as possible.