



DEBENHAM HIGH SCHOOL

A Church of England High Performing Specialist Academy



Examinations

Policy and Procedures

(in accordance with JCQ regulations/guidance)

2017-2018

To be reviewed annually by the Senior Leadership Team and Examinations Officer, and every 3 years by Governors (*next review: summer 2018*)

History of Document

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The purpose of this exam policy is:

- To ensure the planning and management of exams and controlled assessments is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.
- To ensure that controlled assessments are organised, conducted and assessed by staff who have the appropriate knowledge, understanding and skill.

It is the responsibility of everyone involved in the school's exams procedures to read, understand and implement this policy.

Where references are made to JCQ Regulations / guidelines further details can be found at www.jcq.org.uk.

Procedures and Protocols

Exam responsibilities

Head of Centre

The Headteacher has overall responsibility for the school as an examination centre.

- Is responsible to the Awarding Bodies for making sure all examinations/assessments are conducted according to the instructions and the qualification specifications issued by the Awarding Bodies.
- Advises on the submission of appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice in accordance with the JCQ document *Suspected malpractice in examinations and assessments*.

Deputy Head

Responsible for the conduct of internal and external exams.

- Oversees start and finish of GCSE and Mock exams.
- Responsible for candidate behaviour.
- Responsible for emergency procedures (see Appendix 3).
- Appoints Year 10 prefects before start of summer exams to assist in maintaining quiet for those exams which continue through school breaks.

Assistant Head (Curriculum)

- Responsible for timetabling mock exams for Year 10 and Year 11.
- Coordinator for Controlled Assessment. Consults with teaching staff to ensure that necessary controlled assessment is completed on time and in accordance with JCQ guidelines.

Exams Officer

Manages the administration of public and internal exams and analysis of exam results.

- Acts on behalf of the centre in matters relating to the administration of Awarding Body examinations and assessments.
- Advises the Senior Leadership Team, teaching staff and relevant support staff on annual exam timetables and application procedures set by the various Awarding Bodies.
- Ensures that the school calendar includes 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.
- Obtains detailed data on estimated entries from subject heads and submits it to exam boards.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements in conjunction with the SENCO.
- Makes applications for special consideration using the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration* regulations for candidates who are eligible for adjustments in examinations.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training and monitoring of the team of Exam Invigilators responsible for the conduct of exams.
- Displays a seating plan for each exam and provides Invigilators with all the necessary information for each exam.
- Submits candidates' controlled assessment marks / papers, tracks despatch and stores returned controlled assessments and any other material required by the appropriate Awarding Bodies correctly and on schedule.
- Follows up any reports of Malpractice during exams and reports these to the Head of Centre.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with SLT, any appeals/re-mark requests.

Invigilators

Invigilators have a key role in upholding the integrity of the external examination/assessment process.

The role of the invigilator is to ensure that the examination is conducted according to the JCQ *Instructions for Conducting Examinations (ICE)*. This implies in brief:

- Ensure all candidates have an equal opportunity to demonstrate their abilities.
- Ensure the security of the examination before, during and after the examination.
- Prevent possible candidate malpractice.
- Prevent possible administrative failures.

Invigilators must:

- Maintain an air of quiet authority
- Give all their attention to conducting the examination properly
- Be able to observe each candidate in the examination room at all times
- Be familiar with emergency procedures
- Be familiar with the JCQ Instructions for Conducting Examinations (ICE)
- Be familiar with the JCQ Mobile Phone poster, JCQ Information for candidates, the JCQ Warning to Candidates and any specific instructions relating to the subjects being examined
- Inform the Headteacher if they are suspicious about the security of the examination papers. (In such cases, the Headteacher must inform the Awarding Body immediately and send a full written report within 7 days of the suspicion arising.)

Heads of Faculty/Department/Subject

- Guidance and pastoral oversight of candidates about exam entries or amendments to entries.
- Responsibility for ensuring that appropriate candidates are chosen and taught.
- Check each year for changes in syllabus content, assessment etc.
- Inform Exams Officer at the start of the year of estimated entries with exam board and syllabus codes.
- Decide on appropriate levels of entry.
- Recommend which candidates should re-take exams at the school's expense (see para 5. below).
- Inform SENCO of candidates needing Access Arrangements (eg extra time, reader, scribe) as soon as possible after the start of the course and provide evidence from teachers which demonstrates this need.
- Accurately and punctually complete entry and all other mark sheets, to deadlines set by the Exams Officer.
- Accurately and punctually complete coursework mark sheets and declaration sheets and pass to the Exams Officer well before the deadline set by the exam boards.
- Advise the Headteacher about post-results enquiries.

Special Educational Needs Co-ordinator (SENCo)

- Responsible for Access Arrangements in conjunction with the Exams Officer.
- Identification and testing of candidates requirements for Access Arrangements and notifying the Exams Officer in good time so EO is able to put arrangements in place for exam day.
- Makes on-line application to awarding bodies.
- Advises subject teachers in order to help SEN pupils achieve their potential.
- Ensures that additional support is available for SEN where access arrangements have been approved by the awarding bodies.
- Ensures that the request for access arrangements is response to learning need as identified by teacher, not medical professional or parent/carer.

Network Manager

- Responsible for providing facilities for on-screen tests.
- Available throughout on-screen tests to provide technical support in case of malfunctioning of equipment, software or the on-screen test itself.

GCSE Candidates

Responsible for

- Checking their own personal details and entries and reporting errors to Exams Officer.
- Reading the school Exams Handbook and JCQ notices.
- Understanding controlled assessment regulations and signing a declaration that authenticates this work as their own.
- Completing controlled assessment by the date set by the teacher.
- Informing the school, the Exams Officer or the exam Invigilator of any event (eg illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam) for which special consideration might be sought from the exam board (see section 9.3).
- Ensuring they conduct themselves in all exams according to JCQ regulations – “Information for candidates” & “Warning to candidates”, (copies of each in Students GCSE examinations handbook).

Qualifications

- The qualifications offered at this school are decided by SLT and Heads of Faculty/Department.
- The school is generally not able to enter students for examinations once they have left the school.
- The qualifications offered are GCSE, BTEC, FCSE, ELC and ASDAN.
- Informing the Exams Officer of changes to a specification is the responsibility of the Heads of Department.
- The Headteacher will decide if the school can administer examinations related to study outside of school hours. Parents/carers may be asked to pay for any cost incurred for the administration of such exams.

Exam series and timetables

Exam series

- Internal exams are held under exam conditions and are scheduled as follows:

November/December	Mock GCSEs	Year 11
January/February	School exams	Year 9
March	Mock GCSEs	Year 10
April/May	School exams	Year 8
April/May	School exams	Year 7
- External GCSE exams are scheduled in May/June.

Timetables

- The Exams Officer will circulate the exam timetables for internal and external exams via notice boards, website and email.
- The Exams Officer will issue candidates with a personal timetable for GCSE exams. Candidates are responsible for checking all details including name and date of birth, and signing a tear-off slip to confirm. Parents/Carers will be alerted by email.
- Amendments: the Exams Officer will issue revised personal timetables, clearly marked as such, when changes are made. Candidates will be asked to sign to confirm they have received the amended timetable. Parents/Carers will be emailed to inform them that a change has been made.

Entries, Entry Details and Late Entries

- Candidates are selected for their exam entries by Heads of Faculty/Department/Subject.
- Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.
- The school does not normally accept entries from external candidates.
- The Exams Officer informs Heads of Faculty/Department about entry deadlines.
- Late entries are authorised by SLT and Heads of Faculty/Department.
- Penalty fees may, if appropriate, be charged to Departments or parent/carers

Exam Fees

- The school will pay all normal exam fees on behalf of candidates.
- 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 before exam board deadlines. Any fees generated after official exam board deadlines will be charged to the department.

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

DDA

- All staff with responsibility for exams must ensure that they meet the disability provisions under the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.
- A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.
- Pupils with disabilities must be given full access to exams according to their needs.

Special needs

- A candidate's special needs requirements are determined by the SENCo, from evidence submitted by teachers, in consultation, if necessary, with a doctor, Educational Psychologist or Specialist Teacher.
- Statemented pupils are automatically eligible for up to 25% additional time in exams.
- At the beginning of a course, Heads of Department refer any other pupils whom they consider to be in need of special facilities to the SENCo for assessment.
- The SENCo will inform teachers and the Exams Officer of any special arrangements that individual candidates can be granted during the course and in the exam.

Access arrangements

- Making access arrangements for candidates to take exams / controlled assessments is the responsibility of the SENCo and the Exams Officer.
- Access Arrangements should reflect the learning need and usual way of working of a candidate in the classroom. Exams must be taken in a candidate's normal way of working.
- Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the SENCo but is normally carried out by the HLTA Assistant to SENCo.
- Providing evidence and completing form 8 in support of an access arrangement application is the responsibility of the SENCo.
- Rooming for access arrangement candidates will be arranged by the Exams Officer with the HLTA Assistant to the SENCo.
- Invigilation and support for access arrangement candidates will be organised by the Exams Officer with the HLTA Assistant to the SENCo.

Estimated / Forecast grades

The Heads of Faculty/Department and subject teachers will submit estimated / forecast / predicted grades to the Exams Officer when requested. Forecast grades are only required by CiE Awarding Body; predicted grades go to 6th forms/colleges.

Invigilators and exam days

Invigilators

- External Invigilators will be used for all external exams and Upper School internal exams where possible.
- The recruitment of Invigilators is the responsibility of the Exams Officer.
- Securing the necessary DBS clearance for new Invigilators is the responsibility of the Exams Officer.
- All invigilators must have DBS clearance

- Invigilators are trained, timetabled and briefed by the Exams Officer in accordance with JCQ *Instructions for Conducting Examinations (ICE)* document.
- Invigilators' rates of pay are set by the Headteacher.

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.
- The Caretaker is responsible for setting up the allocated rooms.
- The Exams Officer/Lead Invigilator will start all exams in accordance with JCQ guidelines.
- The Head of Department /Subject may, in accordance with the guidance provided by the JCQ (Appendix 8 'The People present in the Examination Room' in ICE book), be present at the start of the exam:
 - to assist with the identification of candidates
 - to deal with any disciplinary matters
 - to check that candidates have been issued with the correct question paper (particularly where optional or tiered papers are involved)
 - to check that candidates have the appropriate equipment and materials for the examination.
- Members of centre staff may not:
 - have access to the examination question paper unless this is specifically requested by either the Exams Officer or Lead invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the Exams Officer needs this to be verified by the relevant subject teacher before contacting the Awarding Body.
 - give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content.
- Subject teachers may be on hand in practical exams in case of any technical difficulties.
- Exam question papers must not be removed from the exam room before the end of a session. Question papers will be distributed to Heads of Department the day after the exam.

Candidates, clash candidates and special consideration

Candidates

- The Exams Officer will provide a written Examinations Handbook to all Year 10 and Year 11 students before the October half term.
- 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 school accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates are expected to stay for the full exam time.
- Candidates may only leave the exam room for a genuine purpose (illness or toilet break) requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Clash candidates

- The Exams Officer will be responsible for the supervision of escorts, identifying a secure venue and arranging overnight stays.

Special consideration

- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or be otherwise disadvantaged or disturbed during an exam, it is the candidate's responsibility to alert the school, the Exams Officer, or the exam Invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three 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.

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Results

- Candidates will receive individual results slips on results days either in person at the school; by post to their home addresses; or by email (providing this has been arranged with the Exams Officer before results day). A named person may collect results with the candidate's written permission.
- Arrangements for the school to be open on results days are made by the Headteacher.
- The provision of staff on results days is the responsibility of the Headteacher.

Enquiries after Results (EARs)

- EARs may be requested by school staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- EARs may be requested if a candidate is close to the next higher grade boundary.
- If a result is queried, the Headteacher will decide whether to request a re-mark at the school's expense.
- When the school does not support a candidate or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of school staff, they will be charged. If the grade is increased as a result of the EAR the parent/carer will be reimbursed.
- A candidate's consent must be obtained before any EAR is made.

Access to Scripts (ATS)

- After the release of results, candidates may ask the Exams Officer to request the return of scripts. The Awarding Bodies charge for this service and the cost is passed on to the parent/carer. No scripts are released until after the final outcome following Enquiries After Results.
- School staff may also request scripts for investigation or for teaching purposes; the cost will be borne by the Department. The consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

Certificates

- Candidates are informed by a letter from the Headteacher on results day that they may collect their certificates at a Commemorative Assembly Evening in November.
- Certificates may be collected on behalf of a candidate by a third party, provided they have the candidate's written authorisation to do so. The third party must sign to confirm that they have collected the certificates.
- Replacement certificates are only issued by Awarding Bodies and a candidate must pay the costs incurred.
- The school retains certificates for one year, after which time they are confidentially destroyed.

Head of Centre: Miss J Upton

Date:

Exams Officer: Mrs N Hughes

Date:

Appendix 1

EMERGENCIES

Debenham High School

Exams Procedure in Emergencies

NEVER LEAVE CANDIDATES UNATTENDED!!

Phone Exams Office on 01728 862914 or Exams Officer's mobile phone

The invigilator **must** take the following action in an emergency such as a fire alarm or such circumstance that requires all personnel to evacuate the building.

- Stop the candidates from writing and tell them to remain silent.
- Collect the attendance register and make a note of the time of the interruption.
- Instruct candidates to leave all question papers and scripts in the examination room.
- Evacuate the examination room in silence in accordance with the yellow Fire Drill Arrangements notice by each exit door.
- Supervise the candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates and there is a suitable venue, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, which must be sent to the relevant awarding body.

Appendix 2

Contingency Plan 2017 – 2018

Activity	Adverse Occurrence	Adverse Outcome	Control Measures	Person Responsible
Absence of exams officer on exam day	EO has keys to exam office and store, is aware of seating plans, clashes and any access arrangements	Exam papers unavailable / delayed start to the exam Exam rooms not ready Access arrangement students not having correct support / rooming during exam	Duplicate set of keys in centre safe. ITo will have duplicate keys once instruction given by JUp or SMa. Separate EO contingency plan in exams office and with JUp.	JUp / SMa NHu (EO) ITo
Major systems failure on exam entry or exam amendment deadline date	Exam entries / amendments cannot be made via SIMS and A2C	Exam board deadlines cannot be met, resulting in charges for late fees	Inform IT office. Make paper exam entries Details of paper entries are kept on file in exams office.	NHu IT staff
Fire during exam	Evacuation of exams rooms	Lives endangered Spoiled exam scripts	Invigilators and SLT aware of exam room fire procedures. Students aware of meeting point. Adequate fire alarms and all in working order. Security of exam must be maintained. Special consideration forms to be completed	NHu SLT Caretaker / KVo External invigilators
Non receipt of exam papers	Unable to hold exam / delayed start	Delays and upset to students	Maintain checks on receipt of exam papers. Contact exam boards in good time regarding any missing papers.	NHu

Activity	Adverse Occurrence	Adverse Outcome	Control Measures	Person Responsible
Incorrect entry made	Student receives incorrect exam paper	Affects student grade	Students required to double check individual timetable and sign acknowledgement slip. Subject teacher / heads of department to check and sign off entry marksheets or lists before deadline.	NHu HoDs Teaching staff Students
Receiving late entry information	Deadline not met	Late fees will be charged to departments Extra administrative work for EO	Head of departments to be aware of all exam deadlines. Heads of department to check and sign off entry marksheets or lists before deadline.	NHu Hods
Adverse weather conditions		Possible delay of start to exam	Check weather reports. Inform Exam Board re delay to start. Possible change of venue. Keep candidates isolated. Special consideration	NHu SLT
Exam centre unavailable due to unforeseen emergency		Possible delay of start to exam	Notify all students and support staff concerned Use gymnasium at Debenham Leisure Centre (next door to school) and their IT facilities (if required) for printing/accessing SIMS database	NHu
Student taken ill during exam		Possible disruption to other students	Invigilators aware of policy. EO / first aider called. Special consideration	NHu Invigilators First Aiders

Activity	Adverse Occurrence	Adverse Outcome	Control Measures	Person Responsible
Student caught cheating / being disruptive during exam		Possible disruption to other students Malpractice	Invigilators report problem to EO. Warning to candidate(s) involved EO and SLT to deal with malpractice issues if continued after warning. Malpractice form completed.	Invigilators NHu SLT
Student late for exam		Possible delay of start to exam (if student assigned to main exam room)	Reception to inform SMA/Jup/NHu of late arrival EO/invigilators to be made aware of late student in exam hall. Centre's discretion as to whether student can sit exam. Very late students need to be reported to exam board by EO.	Reception SMA / Jup NHu Invigilators
Student absent	Delayed start to exam	Disruption to other students	Reception to inform SMA/Jup/EO if any parents have called in to advise that their child is running late or is too ill to write an exam. Lead invigilator to contact EO if any students absent and unaccounted for / parents of child to be contacted if no word has been received from them. If student arrives more than 1 hour after published start time, a 'very late' form needs to be completed and sent with student's exam script. If student is ill, a special consideration form must be completed (medical documentation needed to support claim).	Reception Lead Invigilator Sma/Jup NHu

Contingency plan for the examination system in England, Wales and Northern Ireland

This plan is jointly owned by Ofqual, DfE, Welsh Government, DENI, CCEA, AQA, City & Guilds, OCR, Pearson, VCTC, WJEC, JCQ and UCAS. (Published: 13/02/2015)

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

Introduction to the contingency plan

The scale of the exams, qualifications and testing system in England, Wales and Northern Ireland is huge, involving more than a million learners each year and thousands of schools and colleges. It is vital that a system of this size has a robust and co-ordinated contingency plan in place to deal with any major disruption that may affect candidates.

All awarding bodies have their own well-established contingency plans in place to respond to such disruptions, and these have been implemented already on numerous occasions. This joint contingency plan takes into account these processes and procedures and is designed to complement them, not replace them.

Aims of the Joint Contingency Plan

The Joint Contingency Plan is designed to ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates across several awarding bodies.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding standards.

It will be implemented only in the event of major disruption to the system and any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

In the event of a crisis being declared, all organisations involved will provide timely, accurate information to centres, students, parents and the public detailing any action they need to take regarding examinations.

Future actions

The Joint Contingency Plan is a living document and is subject to regular reviews and amendments by the involved parties to ensure it continually represents the latest experiences and expertise to ensure appropriate responses to disruption to the exams, qualifications and testing system.

If any situation causing disruption to the system escalates to a point where current contingencies are no longer sufficient, the identified Crisis Management Team, consisting of representatives of all organisations involved, will be convened to agree additional actions required.

Background / Ownership

The Joint Contingency Plan was first developed in 2006 and is reviewed and updated on an annual basis. The agencies involved are Ofqual, CCEA, WJEC, Department for Children, Schools and Families (England), the Department for Children, Education, Lifelong Learning and Skills (Wales), the Department of Education (Northern Ireland), JCQ, the unitary Awarding Bodies, UCAS and Higher Education institutions. While Scotland operates a different examinations system, the Scottish Qualifications Authority has been involved in the compilation of the plan to ensure its approach adopts the same principles of fairness, transparency, evidence and integrity.