



**ST IVO SCHOOL**

## **Examinations Policy Statement**

Approved: October 2016, Governors Curriculum and Standards Committee

Next review due: October 2018

St Ivo School's Examinations Policy reflect the instructions for conducting examinations in accordance with the Joint Council for Qualifications (JCQ) and these regulations will prevail in circumstances for all external examinations. Internal examinations are considered practice for the 'real thing' and, as such, the school endeavours, as far as possible, to run them as close as possible to an external examination.

### **Aims of the Policy**

This Policy seeks to:-

- Ensure the integrity and security of the Examinations in accordance with the JCQ General and Vocational Qualifications: Instructions for Conducting Examinations.
- Allow all students to access examinations.
- Ensure the JCQ General and Vocational Qualifications: Access Arrangements and Reasonable Adjustments are followed as applicable.
- Comply with Health & Safety regulations.
- Provide invigilators in compliance with the JCQ General and Vocational Qualifications: Instructions for Conducting Examinations.

### **Qualifications Offered**

All examinations offered at this centre have been approved by the relevant Awarding Organisations.

- For any new qualification or awarding body, Heads of Department will seek agreement from the Deputy Head (Curriculum) with final approval being sought from the Head prior to the specification commencing.
- Upon approval, the Head of Department is to advise the Exams Officer of all new courses and exam boards in order that registrations/estimated entries may be made.
- In the event of a University entrance exam being required, it is the discretion of the school as to whether this will be available to sit at the school.
- St Ivo School is not currently registered as an Online Testing Centre.

## **Who does what?**

As the recognised Head of Centre, the Head will ensure there are clearly defined roles and responsibilities laid down to ensure the effective and efficient carrying out of examinations with the school.

The day to day management and administration of all examinations falls to the Exams Officer who is employed specifically for this purpose.

Heads of Department are responsible for ensuring coursework/controlled assessment and all accompanying paperwork is submitted before the exam board deadline, completing all entry marksheets by the internal deadline set by the Exams Officer and advise the Exams Officer of any student withdrawals from their subjects.

For all students with access arrangements, the SENCO is responsible for liaising with the Exams Officer to ensure that these needs are met.

## **Invigilators**

The school employs a number of invigilators to ensure the examinations are carried out in an appropriate manner that is compliant with exam board requirements.

All invigilators are required to:-

- Conduct themselves in accordance with the JCQ General and Vocational Qualifications: Instructions for Conducting Examinations at all times.
- Attend all training as deemed necessary by the Exams Officer.
- Ensure that full security and integrity of the exams, its inhabitants and venue is maintained at all times.
- Report any suspected malpractice to the Exams Officer immediately.
- Ensure the Exams Officer is kept fully informed of any issue in an exam, using their mobile phone if necessary.
- Ensure students with authorised access arrangements are accommodated.
- Comply with all JCQ and Awarding Body Inspections, making all information available upon request.
- Maintain confidentiality at all times.

## **Students**

It is important that students understand the importance of their conduct in respect of examinations and we ask that parents underline this at the appropriate times with their children.

All students taking examinations must:-

- Check and sign their Statement of Entry and advise the Exams Officer of any incorrect personal information. Failure to do this, may result in incorrect information being printed on official certificates and may result in a charge being levied by the exam board to correct this information. Students also need to check all entries (especially tiers of entry), querying any anomaly with the Exams Officer and their subject teacher.
- Abide by examination protocols set out by the school, both verbal and written and to conform to the JCQ General and Vocational Qualifications: Instructions for Conducting Examinations at all times.
- Arrive at the correct venue, at least 10 minutes prior to the listed start time on their Individual Candidate Timetable, with all the equipment and stationery required for each specific exam and wearing the full school uniform.
- Conduct themselves in accordance with the behaviour and demeanour expected by the school at all times.
- Acknowledge and understand that any disruptive behaviour or suspicions of malpractice incidents will be reported in accordance with JCQ General and Vocational Qualifications: Instructions for Conducting Examinations.
- Attend all examinations as per their Individual Candidate Timetable. In the event of failure to do so, the school retains the right to invoice parents directly for the full cost of the entry, unless the school has been advised of a justifiable reason for non-attendance prior to the exam.

### **Examination Procedures**

#### **Registrations/Examination Entries/Late Entries/Withdrawals/Resits**

All registrations and examination entries are administered by the Exams Officer upon completion of the relevant paperwork from the Heads of Department.

#### **Registrations**

- Registrations information for all Vocational Subjects (Btecs and Applied Subjects) must be passed to the Exams Officer by the Head of Department no later than the 30th September each year.
- The Exams Officer must be notified by the Head of Department of any student withdrawing from these subjects immediately, in order that the registration may be withdrawn. Heads of Department must also notify the Exams Officers of any new student starting the course mid year so that a late entry can be made.

#### **External Candidates**

- It is at the Exams Officer's discretion whether to accept an external candidate/ previous student for external written exams only.
- If an external candidate/previous student is accepted, they are responsible for ensuring that they arrive on time, reporting and signing in at Reception in order that they may be escorted to the exam venue.

- Current photo ID must also be brought to all exams for identification checks to be instigated.

### **Exam Entries**

- All examination entries are made by the Exams Officer upon completion of the marksheets which must be returned by the Heads of Department for each subject before the internal deadline.
- Students will receive a Statement of Entry detailing all entries - any queries should be highlighted and resolved at this point. Once a submission has been made to the exam boards, all changes including change of tier, late entry or withdrawal of a student must be authorised by the Head of Department. Heads of Department will be informed about any associated costs incurred.
- An Individual Candidate Timetable will be produced and provided in hard copy to each student together with an up-to-date Warnings to Candidates information sheet as required by JCQ.
- Students will also receive a Student's Information Booklet outlining all the rules and regulations as set by JCQ together with other relevant exam information.

### **Late Entries**

- An entry is deemed as late if it is submitted after the Exam Board's published deadlines.
- All late entries will incur a cost dependent on the date the submission is made. The nearer to the exam season, the higher the cost will be. Late entries made 1 month prior to the commencement of the exam season up until the day of the exam incur treble the original entry fee.

### **Withdrawals**

- Withdrawal of a student from any exam entry is a formal process and should be in writing by the Head of Department and authorised by SLT.
- A refund from the exam board is only issued if the withdrawal takes place prior to the published exam board deadline.

### **Resits**

- Students wishing to resit an exam must complete the relevant resit form, signed by their subject teacher and returned to the Exams Office with full payment before the internal deadline.

### **Access Arrangements**

The Equality Act 2010 extends to General Qualifications to ensure that all students are given the opportunity to access examinations on an equal footing with arrangements being made to ensure no one is advantaged or disadvantaged. The SENCO and Exams Officer will ensure that all access arrangements, reasonable adjustments and special consideration applications ***comply with the JCQ***

***Adjustments for Candidates with Disabilities and Learning Difficulties Access Arrangements and Reasonable Adjustments General and Vocational Qualifications which is published each year.***

- Responsibility is held by the SENCO via the Exams Officer to ensure all access arrangements, whether temporary or permanent, are submitted to the Award Body for approval prior to the deadline with supporting evidence being retained on file.
- Students who may require access arrangements are identified during admissions or via subject teachers.
- All students who may fall into the category for access arrangements must be assessed by the SENCO with additional evidence produced being utilised as supporting evidence.
- In the case of a student requiring access arrangements, the SENCO will liaise with the Exams Officer who will submit an application to the exam boards. Upon approval, the student's name will be placed on the SENCO's Access Arrangements List.
- The Exams Officer will arrange for all students with access arrangements to be seated in the appropriate venue to accommodate their requirements. No student can be guaranteed a single venue.
- In the event that a student is entitled to an access arrangement but declines such support, they must sign a form waiving such an arrangement. This form will be retained in the student's file by the SENCO. In the event of a student declining an access arrangement, the school cannot be held responsible for exam performance during external exams.
- All students who are entitled to access arrangements must sign the Data Protection form prior to submission being made for their access arrangement. This form will be retained in the student's file by the SENCO.
- Students entitled to access arrangements for external exams will also have an entitlement in controlled assessments where said arrangement is permitted in accordance with the JCQ General and Vocational Qualifications: Access Arrangements and Reasonable Adjustments.

**Examination Day**

- All examinations will be held in accordance with the JCQ General and Vocational Qualifications: Instructions for the Conduct of Examinations supported by the statutory legal ratio of trained invigilation staff. The JCQ requirement for the people present inside an examination will be strictly adhered to at all times.
- It is the responsibility of the student to provide all necessary equipment with which to complete their exam.
- Students are expected and responsible for arriving at their scheduled examination venue at least 10 minutes prior to the start time as shown on their Individual Candidate Timetable.
- Normal school regulations on uniform and behaviour apply in all examinations.
- Silence must be maintained by students whilst in the examination venue.
- Students' personal belongings remain their own responsibility and should be left in their locker and not be brought to the examination venue. The school accepts no liability for any loss or damage whilst a student is in an examination.

- Exam Boards' regulation on the use of mobile phones and all other electronic devices apply at all times in an examination venue. Any device should be left in the student's locker or handed to the Exams Officer prior to the exam.
- Students may take a water bottle into an exam, however, all labels must be removed prior to entry to the venue.

### **Late/Absent Students**

- A student will be considered very late if arrival is more than an hour after the Exam Board's published start time for a specified exam.
- A student who arrives late may sit the examination but will only be permitted the full time of the examination at the discretion of the Exams Officer.
- All very late arrivals will be reported to the Exam Board and they reserve the right not to mark a script.
- Students who are unavoidably delayed en-route to an exam should try to notify the Exams Officer as soon as possible. Wherever possible, students must remain under the supervision of a parent/carer and must not be allowed use of their mobile phone. Parents/Carers may be asked to sign a statement to confirm the supervision arrangement prior to arrival at school if the student arrives very late. The statement will be sent with the late report to the Exam Board.

### **Exam Clashes**

- The Exams Officer is solely responsible for identifying exam clashes of external written exams and notifying students of new arrangements including change of venue, timetable or overnight supervision should it be required.
- Students are responsible for notifying the Exams Officer of any practical clash or practical/external written exam clash immediately it is discovered.

### **Overnight Supervision**

- Overnight supervision can be granted if circumstances comply with the JCQ General and Vocational Qualifications: Instructions for Conducting Examinations.
- The Exams Officer is responsible for completing all documentation and making all suitable arrangements for overnight supervision in consultation with the student and the student's parents/carers.
- The Head of Centre's authorisation is required for all overnight supervision.

### **Special Consideration**

- It is the student's sole responsibility to advise the Exams Officer if they are too ill to sit an exam, suffers a bereavement, are taken ill during the exam itself or suffer any other trauma that affects them at the time of the examination.

- Special Consideration can only be applied for after the examination has taken place and within a timescale set down by the Awarding Body.
- All requests for Special Consideration must have supporting evidence i.e. a doctor's letter and this must be provided by the student and sent off by the school within 7 days of the examination.
- The school cannot be held responsible for any request for Special Consideration received outside the agreed deadlines and subsequently refused by the Awarding Body.

### **Coursework and Controlled Assessments**

- All readers should also refer to the separate, more detailed, policy on controlled assessment/coursework.
- Students are responsible for submitting all coursework by the deadlines set by teaching staff.
- Any malpractice incident will be dealt with in accordance with JCQ General and Vocational Qualifications: Instructions for Conducting Examinations.
- It is the responsibility of the Head of Department to hand all coursework/controlled assessment to the Exams Officer before the Awarding Body's published deadline. The Exams Officer is responsible for parcelling and sending all coursework/controlled assessment to the Awarding Body and obtaining proof of posting.
- It is the responsibility of the Heads of Department to hand all marks for internally assessed coursework/controlled assessment to the Exams Officer before the Awarding Body's published deadline.

### **Results**

- It is the Exams Officer's responsibility to administer and coordinate arrangements for the Results Days, providing advice and guidance to students and parents via normal school communication routes.
- Results will be distributed to Year 11 and 13 students on the official Result Day in August at a time previously agreed with the Head of Centre. If results are expected for other year groups, separate distribution will be arranged on the official Result Day.
- Students who are unable to attend school may provide a stamped addressed envelope to have their results posted home to them on the official Results Day.
- Students may nominate an adult to collect their results on their behalf but a letter must be given either to the Exams Officer prior to the Results Day or brought in by the nominated adult on Results Day.

### **Post Results Services**

#### **Enquiries about Results (EAR)**

- All EAR requests must be made by the student themselves. Students are responsible for completing the appropriate form and must include payment at the time of the request. No request will be processed without payment.

- An EAR request cannot be made if the form is received by the Exams Officer after the Awarding Body deadline.
- It is the responsibility of the Exams Officer to ensure all students requesting EARs are reminded that any re-mark request may involve their initial grade going up or down and that there is no appeal should a mark go down.
- The Exams Officer will refund all students whose overall final grade improves following a remark. A refund is not provided if the overall grade does not change.
- If a student or parent wishes to appeal an EAR decision and the Head of Centre supports the appeal, this will be done in writing to the Exam Board within 14 days of the notification of the outcome. Appeals do not generally involve further reviews of marking candidate's work.
- If a student or parent wishes to appeal an EAR decision and the Head of Centre does not support the appeal, the parent will be ***advised to follow the School's complaints policy and put their reason for the appeal in writing to the Head Teacher, within two weeks of the EAR decision.***

### **Access to Scripts (ATS)**

- Students may request the return of their scripts following results.
- Students must complete the appropriate form and return it to the Exams Officer and must include payment with the request. No request will be processed without payment.
- If a student wishes to apply for both EAR and ATS for one particular exam, this should be done at the same time.
- Teaching staff may request copies of scripts for teaching and learning purposes but must obtain the student's signature prior to the request being submitted.
- Departments will be expected to pay for any scripts requested for teaching and learning purposes.

### **Certificates**

- Certificates will be collated by the Exams Office and made available for the relevant presentation events.
- Students unable to attend the presentation events will be able to collect their certificates from the Exams Office after the official presentation.
- Certificates will not be posted or released to any person other than the student unless the student has provided a signed letter authorising alternative collection arrangements.
- The student is responsible for advising the Exams Officer of an anomaly on their certificates before the end of the Autumn term. It is the responsibility of the student to pay for any costs incurred to correct personal anomalies on a certificate if they have not advised the Exams Officer before the end of the Autumn term.
- The Exams Officer will retain a log of certificates distributed to students.
- Replacement certificates can be obtained from the Awarding Body.



## **Inspection**

- The JCQ and Awarding Bodies may inspect the premises at any time.
- The Exams Officer is responsible for ensuring the Inspector has access to all areas of the Exams Office upon demand.
- The Exams Officer will make themselves available upon arrival of the Inspector and accompany the Inspector to any/all of the examination venues running at the time of the inspection.
- All paperwork following an inspection will be forwarded to the Head of Centre and a copy retained on file.

## **Examination Contingency Plan**

### **Exam Officer's Absence**

- In the event of an unplanned absence of the Exams Officer during the exam season, the Deputy Head will liaise with the Exams Office Assistant and the Lead Invigilators to ensure the smooth running of the current exams. A day to day timetable of the current exams will be available at all times in the exams office.
- In the event of an unplanned absence of the Exams Officer at other times during the Academic Year, the Deputy Head will liaise with the Exams Office Assistant to ensure the smooth running of the exams office during the Exams Officer's absence. A month by month record of tasks and deadlines will be available at all times in the exams office.

### **Exam Accommodation Disruption**

- In the event of small scale disruption to the exam accommodation during an exam season (such as a flood), the Exams Officer will liaise with the Deputy Head and Site Manager to seek alternative accommodation within the School. If a split cohort is required, invigilators will be used to supervise students while others are completing their exams. Students will be advised of the alternative arrangements via Parentmail and notices around the School.
- In the event of a large scale disruption to the school where all the exam accommodation is affected, a joint contingency plan with Hinchingsbrooke and St Peters Schools in Huntingdon will be activated as outlined in Appendix A to this policy. Students and staff will be advised of the alternative arrangements via Parentmail and email respectively.

## Appendix A

Joint Contingency Plan between St Ivo School, Hinchingsbrooke School and St Peters School.

- Our 3 schools link to provide exam support in the event of a catastrophic event affecting the school or its venues.
- For a small exam, candidates join in venues with the host's students.
- For a large exam cohort, the students are split between both schools. The host's candidates sit their exams first with the visiting students being housed separately in a spare classroom/sports venue and are supervised by the visiting centre's invigilators who would also split between the two venues.
- At the end of the host's exam, the visiting candidates would enter the halls by a different entrance to the existing host candidates to ensure that there is no opportunity for communication between the two.
- The Exams Officer would accompany the largest number of students with either a supporting member of the Exams Team or a Lead Invigilator going to the other venue to assist the host Exams Officer with printing/photocopying emergency exam papers. All Invigilators from the visiting centre would accompany students to the host centres and invigilate during their exam and supervise during the time when students have to be isolated to ensure security and integrity of the exam.
- Notifying students of venue to attend could be done via the school website/local radio and by room venues as all students would have their own timetable and know which venue they were expecting to report to. This method would ensure the correct papers are downloaded and printed for them at their visiting centre.
- A member of SLT from the visiting centre to be present at both centres to assist with supervision/reassure visiting candidates that their exams are being looked after and conducted effectively and assist wherever possible.