

HODGE HILL GIRLS SCHOOL



EXTERNAL EXAMINATION POLICY

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The Examination Policy

The purpose of this examination policy is:

- to ensure the planning and management of examination is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient examination system with clear guidelines for all people concerned.

It is the responsibility of everyone involved in Hodge Hill Girls' School examination processes to read, understand, and implement this policy.

The examination policy will be reviewed every year.

The examination policy will be reviewed by the senior leadership team and the governors.

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

Examination responsibilities

The Head of Centre:

Has overall responsibility for the school as an examination centre:

- advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examination and assessments*.

Examination Officer:

Manages the administration of external examinations.

- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examination timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution to all centre staff and candidates, of an annual calendar for all examination 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 examination timetable that will affect them.
- consult with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their examination.
- receives, checks and stores securely all examination papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access Arrangements, reasonable adjustments and special consideration.

- identifies and manages examination timetable clashes.
- accounts for income and expenditures relating to all examination costs/charges.
- Organises the recruitment and the training of a team of examination invigilators, and monitor and manage their responsibilities for the conduct of examinations.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Deputy Head (curriculum):

- Organising of teaching and learning.
- External validation of courses followed at key stage 4.

Heads of Faculty are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- accurate completion of entry and all other mark sheets.
- adherence to deadlines as set by the Examination Officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.
- Notification of Access Arrangements requirements (as soon as possible after the start of the course).

Teachers are responsible for:

- notification of Access Arrangements (as soon as possible after the start of the course).
- submission of candidates' names to heads of department.
- supplying information on entries, coursework and controlled assessments as required by the head of department and/or Examination Officer.

SENCo is responsible for:

- identification and co-ordination of testing of candidates' requirements for Access Arrangements and notifying the Examination Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- supporting the Examination Officer to provide the Access Arrangements required by candidates in examination rooms- provisional of additional support, with spelling, reading, mathematics, dyslexia, or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims.

Invigilators are responsible for:

- assisting the Examination Officer in the efficient running of examinations according to JCQ regulations.
- collection of examination papers and other material from the examination office before the start of the examination.
- Completion of the examinations attendance registers.

- Collection, collation and parcelling up of all examination papers in the correct order at the end of the examination and ensuring their return to the examination office.

Candidates:

- adhering to the rules and regulation set out by the examinations board and Hodge Hill Girls' School.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Please check this Examination Entry Statement very carefully. You may need to check with your subject teachers to confirm the subject codes and paper options.
- **If you find mistakes or know that examinations do not appear on your statement, contact Ms Qureshi immediately.**
- **Please make sure your name appears correctly as per your birth certificate. Failure to correct this now will result in your name appearing incorrectly on your certificates. Cost for amended certificates will be charged to pupils (as per charging and remissions policy & examinations policy). Current costs for amended certificates are £40+ depending on examination boards.**
- **Costs may be incurred for failure to attend as per charging and remissions policy & examinations policy.**

(added 16-03-2017 NQ)

Qualifications

The qualifications offered at this centre are decided by the Head of Centre, deputy head (curriculum), heads of faculty and the leadership team.

The types of qualifications offered are GCSE, BTECs, Cambridge Nationals, OCR Cambridge Technical's and IGCSE.

The subjects offered for these qualifications in any academic year may be found in the Hodge Hill Girls' School published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the examination office must be informed by *31st May*. (NQ)

Informing the examination office of changes to a specification is the responsibility of the Heads of Faculty.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENCo, subject teachers and heads of faculty.

Examination Series and Timetables

GCSE examination and assessments are scheduled in the June series.

BTEC's and OCR Nationals have individual on-demand examinations in the January and March series.

The Head of Centre, Deputy Head (Curriculum), Examinations Officer and Heads of Faculty decides which examination series are used at Hodge Hill Girls School.

On-demand assessments can be scheduled only in windows agreed between the Examination Officer and the Deputy Head (Curriculum).

Examination Timetables

Once confirmed, the Examination Officer will circulate the examination timetables for external examination.

Entries, Entry Details and Late/Very Late Entries

Candidates are selected for their examination entries by Heads of Faculty in consultation with subject teachers.

Hodge Hill Girls' School accepts entries from external candidates who have attended community classes at Hodge Hill Girls' School.

Hodge Hill Girls' School does not act as an examination centre for other organisations.

Entry deadlines are circulated to Heads of Faculty via planning memos.

Heads of Faculty will provide estimated entry information to the Examination Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of Heads of Faculty and Deputy Head (Curriculum).

Examination fees

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 within the time allowed by the awarding bodies.

The Examination Officer will publish the deadline for action well in advance for the examination series.

Examination entry/ registration fees are paid by the centre.

Late/ very late entry or amendment fees are paid in full by the department.

Fee reimbursements are sought from candidates:

- *If they fail to sit an examination (unless medical, which will require medical evidence).*
- *If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.*

English and Mathematics remarks - Remark fees will be met by the centre for English and Mathematics when the grade is borderline D to C with 1 or 2 marks difference. If the candidate is more than two marks it is up to the department or individual candidate to pay for the remark.

Other subjects - Remarks fees will be met by the centre, when the grade is borderline D to C with 1 or 2 marks difference providing:

- if the candidate will gain 5 GCSE's
- if the candidate will gain 5 GCSE's including Mathematics and English
- If the candidate needs the subject for continued study (however proof would be required).

The departments or candidates will need to pay for remarks for higher grades A* to C and / or for any other reason.

Equality Legislation

All examination 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 candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre, Deputy Head (Curriculum), Examinations Officer, Heads of Faculty and SENCo.

Access Arrangements

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examination.

A candidate's Access Arrangements requirement is determined by the SENCo, doctor, and or educational psychologist/specialist teachers.

Ensuring there is appropriate evidence for a candidates' Access Arrangement is the responsibility of SENCo.

Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the SENCo with support from the Examination Officer.

Rooming for Access Arrangement candidates will be arranged by the Examination Officer.

Invigilation and support for Access Arrangement candidates, as defined in the JCQ Access Arrangements regulations, will be organised by the Examinations Officer and supported by the Learning Support team.

The SENCo will provide information to post-16 institutions on Access Arrangements if requested. (Please see 'Results' for pupil involvement in this process.)

Contingency planning

Contingency planning for examination administration is the responsibility of the Examination Officer and Deputy Head (Curriculum).

Contingency plans are available via email, notice on FROG, pigeon hole and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

External Candidates

Managing external candidates is the responsibility of the Examination Officer and person responsible for community learning.

Estimated grades

Heads of Faculty and subject teachers are responsible for submitting estimated grades to the Examination Officer when requested by the Examination Officer.

Managing invigilators

External staff will be used to invigilate external examination.

Recruitment of invigilators is the responsibility of the Head of Centre, the school support manager and the Examination Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the School Business Manager.

DBS fees for securing such clearance are paid by the Local Authority (LA).

Invigilators rates of pay are set by the LA Single Status Policy, Grade 2 scale.

Invigilators are recruited, timetabled, trained, and briefed by the Examination Officer and School Support Manager.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

Examination days

The Examination Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery, and materials available for the invigilators.

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements 2 weeks in advance.

The designated invigilator will start and finish all examination in accordance with JCQ guidelines.

Subject staff *may* be present at the start of the examination (outside the examination room) to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines.

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 heads of department in accordance with JCQ's recommendations.

After an examination, the Examination Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the invigilation team.

Candidates

The Examination Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the Pastoral Manager.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an examination room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examination Officer and Pastoral Manager.

Note: candidates who leave an examination room must be accompanied by an appropriate member of staff at all times.

The Subject Leader is responsible for handling late or absent candidates on examination day.

Clash candidates

The Examination Officer and Pastoral Manager will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be unable to attend an examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre's Examinations Officer and Pastoral Manager to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from their doctor.

The Examination Officer will make a special consideration application to the relevant awarding body within seven days of the examination.

Internal assessment

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The Examination Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Examination Officer by the Faculty Leaders. The Examination Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual result slips on results days,

- in person at the centre
- by post to their home address - candidates to provide self-addressed envelope
- provide a letter of confirmation to arrange a family member to collect on their behalf and to provide photographic ID of that person. (this evidence will be kept in school until results are collected and then shredded)

The results slip will be in the form of a centre produced document.

Updated: 03/11/2015

For approval at Governing Body meeting, November 2015

Review date: 15/09/2016

Arrangements for the centre to be open on results days are made by the Examination Office and Site Manager.

The provision of the necessary staff on results days is the responsibility of the Examination Officer.

Candidates with Access Arrangements will be provided with their 'Form 8' and other relevant supporting evidence on results' day by the Examination Officer. It is the responsibility of the candidate to pass this information to their post-16 institution.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the centre if the result is queried, by the Faculty Leader for Maths and English providing it is 1-2 marks away from D to C.

When Hodge Hill Girls' School does not support a Heads of Faculty request for an EAR, The department may apply to have an enquiry carried out and then the department will be charged.

If the parent/carer or candidates requires this against the advice of Subject Leader, then they will be charged.

All decisions on whether to make an application for an EAR will be made by Examination Officer and Deputy Head (Curriculum).

All processing of EARs will be the responsibility of the Examination Officer, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written examination papers within three days of the receipt of results.

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 an original script has been returned.

Processing of requests for ATS will be the responsibility of Examination Officer.

The cost of ATS will be charged to the department if requested by the department and if candidate requests ATS then they will be charged.

Certificates

Certificates are presented in person at the Year 12 Presentation Evening. Year 12 students who are unable to attend may collect their certificates in person from the Examinations Officer at Hodge Hill

Girls' School after this event. They will need to call the school and arrange an appropriate time with the Examination Officer to come in and collect at the agreed time.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for one year.

Head of Centre

Examination Officer

Mrs E. M Brown

Ms N Qureshi

Date: 03/11/2015

Date: 03/11/2015

Appendix A

	General roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
Possible role options for inclusion in policy (select as many as required)	<ul style="list-style-type: none"> • Head of Centre • Vice principal • Deputy head • Heads of faculty • Heads of subject • Heads of department • Heads of curriculum • Head of key stage • Senior leadership team • Examination Officer • SENCO • Subject teachers • Governors • Trustees • Candidate • Parent/carers • Other (please specify) 	<ul style="list-style-type: none"> • SENCO • ALS manager • Doctor • Pastoral teacher • Educational psychologist • Specialist teacher • Examination Officer • Other (please specify) 	<ul style="list-style-type: none"> • Examination Officer • Centre administration • Support staff • Senior leaders • External staff • Agency employees • Head of Centre • Senior leadership team • Senior Invigilator • Invigilator • Other (please specify)