

Examinations

DRAFTED BY:	RCU	STATUS:	Non-statutory
APPROVED:	10/2022	LEVEL:	Headteacher
ISSUE:	3	NEXT REVIEW:	As required

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The names of key school staff can be found on the [School's website](#).

1. Examination Responsibilities

1.1. HEAD OF CENTRE – CO-HEADTEACHER

Having overall responsibility for the school as an examination centre, the Head of Centre:

- Has overall responsibility to the Awarding Bodies in the running of the centre according to JCQ rules - see section 5
- Advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - 'Suspected Malpractice in Examinations and Assessments'
- Makes decisions on contingency plans, e.g., a shortage of trained invigilators
- Ensures that the SENDCo has sufficient time to familiarise themselves and manage JCQ's access requirements
- Ensures that the Examinations Officer is actively line managed and supported by a member of the Senior Leadership Team (SLT) with a good knowledge of the examination system.

1.2. EXAMINATIONS OFFICER

The Examinations Officer manages the administration of public and internal examinations, as well as:

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- Advising the SLT, curriculum leaders, subject and class teachers and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies
 - Ensuring that candidates and their parents/carers are informed of and understand those aspects of the examination timetable that will affect them.
 - Consulting with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
 - Providing and confirming detailed data on estimated entries
 - Receiving, checking and securely storing all examination papers and completed scripts
 - Administering access arrangements alongside the Deputy Curriculum Leader - Learning Support and making applications for special consideration using the JCQ publication 'Access Arrangements and Reasonable Adjustments' and the ICE booklet
 - Identifying and managing examination timetable clashes
 - Accounting for income and expenditures relating to all examination costs/charges
 - Line managing examination invigilators and organising the recruitment, training and monitoring of a team of invigilators responsible for the conduct of examinations
 - Submitting candidates' coursework marks, tracking despatch and storing returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
 - Arranging for dissemination of examination results and certificates to candidates and forwarding, in consultation with the SLT, any appeals/re-mark requests.
 - Maintaining systems and processes to support the timely entry of candidates for their examinations.

1.3. CURRICULUM LEADERS

Curriculum Leaders are responsible for:

- Notifying the Examinations Officer of courses being taught, examination entries needed, and course codes according to the deadlines set
- Appropriate conduct of all coursework/controlled assessments/non-examined assessments including accurate completion of mark sheets and declaration sheets
- Signing off examination entries
- Advising the Deputy Curriculum Leader - Learning Support of concerns regarding access arrangements for students.

1.4. THE SENDCO / DEPUTY CURRICULUM LEADER - LEARNING SUPPORT

The SENDCo / Deputy Curriculum Leader - Learning Support are responsible for:

- The identification and testing of candidates in relation to access requirements
- Completing Form 8 for each candidate
- Providing additional support to help candidates achieve their course objectives, especially in controlled assessments and examinations.

1.5. INVIGILATION TEAM

The invigilation team are responsible for:

- Collection of examination papers and other material from the examination's office before the start of the examination
- Collection of all examination papers in the correct order at the end of the examination, and their return to the examination's office
- Ensuring examinations are conducted according to the JCQ ICE booklet.

1.6. CANDIDATES

Candidates are responsible for:

- Confirmation of entries, including checking that their personal details on their statement of entry and candidate timetables are correct. Any corrections must be reported to the Examinations Officer before Easter as these details will appear on examination certificates. The school will not pay for replacement certificates if personal detail changes (name/date of birth, etc) were not made in time
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- Understanding and conforming to examination regulations as set out in the 'Information to Candidates' leaflet provided by JCQ
- Abiding by JCQ and examination board rules
- Arriving in good time for any examination
- Bringing any specialist equipment to examinations.

2. Purpose

- 2.1. The purpose of this examination policy is:
- To ensure that the planning and management of examinations is conducted efficiently and in the best interest of candidates
 - To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
- 2.2. It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.
- 2.3. The examination policy will be reviewed by the Head of Centre and Examinations Officer every three years or earlier where updates are required.

3. Qualifications

- 3.1. The qualifications offered at this centre are decided by the Curriculum Leaders in consultation with SLT.
- 3.2. The qualifications offered are GCE, GCSE, BTEC, Cambridge Technical, Functional Skills, Award Level and Entry Level.
- 3.3. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Examination Officer must be informed by 1 July of the preceding academic year.
- 3.4. Informing the Examinations Officer of changes to a syllabus is the responsibility of the Curriculum Leaders.
- 3.5. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, subject teachers, Curriculum Leaders and SLT,

3.6. EXAMINATION SERIES AND TIMETABLES

- 3.6.1. External examinations and assessments are scheduled in November, January and May/June of each academic year.
- 3.6.2. Internal examinations in core subjects are held under external examination conditions for Key Stage 3 students. "December" (or mock) examinations or "Pre-Public Examinations (PPEs)" are also held under external conditions for students in Years 10, 11, 12 and 13.
- 3.6.3. **Timetables**
Once confirmed, the Examinations Officer will circulate the examination timetable for external examinations and this will be posted on the school website, except for very small cohorts of students.

Internal examination timetables will also be published in a similar manner.

4. Entries, Entry Details and Late Entries

- 4.1. All students in Years 10, 11, 12 and 13 will be entered for external examinations, provided that they have met the following criteria:
- They have completed all the classwork, homework and other components of the syllabus e.g., non-examined assessments, practiced speaking tests etc to the best of their ability
 - They have attended regularly
 - They have taken a mock examination in the subject where offered.
- 4.2. Exceptions may be made to the above on the advice from the Curriculum Leaders, SENDCo and SLT due to:
- No coursework being presented by the time the entries are made
 - Students with additional needs requiring a modified programme of study
 - Absences from "mock" examinations in a particular subject, without written explanation and/or medical certification.
- 4.3. The school reserves the right to withdraw/change examination entries in the following exceptional circumstances:

- The student is not progressing as expected in order to achieve the appropriate grade in the level for which they were originally entered
- The student's attendance has not improved and/or has deteriorated.

- 4.4.** Before any action is taken, the Curriculum Leader must inform the parent/carer in writing of the circumstances and arrange an interview with them to try to resolve the matter.
- 4.5.** Candidates are selected for their examination entries by the Curriculum Leader in consultation with Subject Teachers and members of SLT.
- 4.6.** The school will not enter candidates for a qualification at the same level and in the same subject multiple times in the same series. Entering a candidate for the same subject qualification with different examination boards will not be permitted.
- 4.7.** Candidates or parents/carers can request a subject entry, change of level or withdrawal, but the final decision will be taken by the Head of Centre.
- 4.8.** The centre accepts external entries from past students only if agreed by the Head of Sixth Form or Curriculum Leaders in consultation with SLT. External entries from past students will be accepted only in exceptional circumstances such as where illness or other unusual circumstance has disrupted Year 13 study.
- 4.9.** The centre does not act as an examination centre for other organisations but will accept candidates from partner schools in specific subjects studied at Isleworth & Syon School.
- 4.10.** Entry lists and deadlines are circulated to Curriculum Leaders by hard copy for sign-off.
- 4.11.** Late entries are authorised by the Head of Centre, Deputy Headteachers, Head of Sixth Form, Curriculum Leaders and the Examinations Officer.
- 4.12.** Re-take decisions will be made in consultation with Curriculum Leaders, Head of Sixth Form, SLT, Examinations Officer and the candidate.
- 4.13.** Students who wish to be entered for a heritage language examination will need to speak to the Examinations Officer, so that a decision can be made by the end of the January preceding the exam season.
- 4.13.1.** The School will only be able to support heritage language entries where these qualifications are offered by the examination boards that the School uses for exam courses followed in school.
- 4.13.2.** Decisions will need to be made in agreement with the senior member of staff with responsibility for curriculum decisions, or the Head of Centre. The School will support an entry where the student has a good academic and behaviour record.
- 4.13.3.** All preparation for heritage language examinations will be the responsibility of the student.
- 4.13.4.** The School reserves the right to not support an entry in certain circumstances and to withdraw a candidate should an appropriate speaking examiner be unavailable.

5. Examination Fees

- 5.1.** Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures, or alterations arising from administrative processes, provided that these are made within the time allowed by the awarding bodies.
- 5.2.** Initial registration and examination entry fees are paid by the centre, so long as the subject is taught in school. The School will not pay for entry fee(s) if the student has not been prepared for the examination(s) at the school, including for a tier of entry where the student has not been prepared for that entry.
- 5.3.** Initial registration and examination entry fees in heritage/community languages are paid for by the school so long as school is satisfied that candidates are sufficiently prepared for all components of the examination. This will include the cost of the speaking component when external teachers/examiners are used. If students fail to attend any part of the examination, parents/carers will be charged for the full cost of the examination entry.

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- 5.4. All Curriculum Leaders must adhere to the instructions and the deadlines set by the Examinations Officer. If changes are made to students' entries after the stated deadlines have passed, the curriculum area will be liable for the extra costs incurred for late or amended entries by the examination boards.
 - 5.5. Late entry or amendment fees are paid by the departments or curriculum areas.
 - 5.6. For re-sit examinations, charges may apply. If the student or parent/carer requests a re-sit, a charge will be made. This will cover the cost of the re-sit and the cost of administering the entry. For the current cost of a re-sit, see the Examinations Officer.
 - 5.7. The school reserves the right to charge a student an invigilator fee, should a student's behaviour necessitate the employment of additional invigilators (e.g., where behaviour means a separate exam venue is required). Fees will be charged at the paid hourly rate, rounded up to the nearest quarter of an hour.

6. Disability Discrimination Act

6.1. ACCESS ARRANGEMENTS

- 6.1.1. The SENDCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENDCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.
- 6.1.2. A candidate's access arrangements requirement is determined by the SENDCo in consultation with Curriculum Leaders, if appropriate.
- 6.1.3. Making access arrangements for candidates to take examinations is the responsibility of both the SENDCo and Examinations Officer.
- 6.1.4. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo.
- 6.1.5. Rooming for access arrangement candidates will be arranged by the SENDCo in consultation with the Examinations Officer and, where required, in consultation with SLT.
- 6.1.6. Invigilation and support for access arrangement candidates will be organised by the SENDCo.
- 6.1.7. The school has responsibilities towards disabled candidates, including private candidates, and will ensure compliance with all aspects of the Equality Act 2010 and particularly section 20 (7).

7. Estimated Grades

Curriculum Leaders are responsible for submitting estimated grades to the Examinations Officer when requested by the Examinations Boards.

8. Managing Invigilators

- 8.1. Recruitment of invigilators is the responsibility of the Examinations Officer and their line manager / Headteacher.
- 8.2. Securing the necessary Criminal Records Bureau (DBS) clearance for new invigilators is the responsibility of the PA to the Headteacher and these checks will be undertaken in line with the school's Child Protection & Safeguarding Policy and Safer Recruitment Policy and current requirements on the school.
- 8.3. DBS fees for securing such clearance are paid by the school.
- 8.4. Invigilators are timetabled and briefed by the Examinations Officer.
- 8.5. Invigilators' rates of pay are set by the Head of Centre.
- 8.6. In exceptional circumstances, i.e., a shortage of invigilators, the Headteacher will ensure that a contingency plan is in place to ensure that examinations can proceed without interruption. This could include utilising support and/or teaching staff as long as JCQ regulations can be followed.

9. Malpractice & Whistleblowing

- 9.1. The Examinations Officer is responsible for investigating suspected malpractice and reporting it to the Head of Centre / Examination Boards for further action.
- 9.2. All members of staff and any member of the school community with knowledge of potential examination malpractice, has a responsibility to inform the Examinations Officer / Head of Centre, without delay. Action will then be considered in line with JCQ requirements and the school's Whistleblowing Policies.

10. Contingency Plan

Contingency planning for examinations administration is the responsibility of the Assistant Headteacher (ICT) and/or Deputy Headteacher and the Examinations Officer. A copy of the Contingency Plan is available from the Examinations Officer.

11. Examination Days

- 11.1. The Examinations Officer will book all examination rooms after liaison with the cover manager and make the question papers, other examination stationery and materials available to the invigilation team.
- 11.2. The Exams Officer or room invigilator will start all examinations in accordance with JCQ guidelines.
- 11.3. SLT may be present at the start of the examination to assist with identification and seating of candidates but must not look at the examination papers or advise on which questions or sections are to be attempted.
- 11.4. External candidates will be asked to bring photographic identification to show to Examinations Office staff before entry to the exam room.
- 11.5. In practical examinations, subject teachers may be on hand in case of any technical difficulties.
- 11.6. 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 Curriculum Leaders after the end of the examination session.
- 11.7. Members of centre staff approved by the Head of Centre and the Examinations Officer to be present at the start of the examinations may:
 - Identify and settle candidates and instil discipline
 - Check that candidates have been issued with the correct question papers
 - Check that the candidates have the necessary equipment and materials, e.g., calculators, anthologies etc.
- 11.8. If students are absent from external examinations, no special arrangements can be made to take these at a later date. If the absence was due to illness and a Medical Certificate has been provided, special consideration will be applied for.
- 11.9. Parents/carers should not take their son/daughter/ward on extended vacations in Years 11, 12 and 13, as this absence will not be authorised.

12. Candidates

- 12.1. The centre's published rules on acceptable dress, behaviour, and candidates' use of mobile phones and other electronic devices apply at all times.
- 12.2. Candidates' personal belongings remain their own responsibility, and the centre accepts no liability for their loss or damage.
- 12.3. Disruptive candidates are dealt with in accordance with JCQ guidelines.
- 12.4. Candidates are expected to stay for the full duration of the scheduled examination.
- 12.5. Candidates may only leave the examination room for a genuine purpose and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times outside the exam venue.
- 12.6. The Examinations Officer is responsible for handling late or absent candidates on the examination day or subsequently.

12.7. CLASH CANDIDATES

The Examinations Officer will be responsible for making arrangements for clash candidates to take their examinations. This includes supervision, escorts, identifying a secure venue, and applying to the Examination Boards for overnight supervision as necessary.

12.8. SPECIAL CONSIDERATION

12.8.1. Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself, or be otherwise disadvantaged or disturbed during an examination, it is the candidate's responsibility to alert the centre, the Examinations Officer or an Invigilator to that effect.

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

12.8.3. The Examinations Officer is responsible for making any special consideration application to the relevant awarding body within the deadline.

13. Appeals

13.1. INTERNAL (OR CONTROLLED) ASSESSMENT

13.1.1. It is the duty of Curriculum Leaders to ensure that all internal assessment documentation is ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

13.1.2. Marks for all internally assessed work and estimated grades are provided to the Examinations Officer by the Curriculum Leader, in sufficient time to be despatched to the Awarding Bodies and Moderators, along with sample work as required.

13.2. APPEALS AGAINST INTERNAL ASSESSMENTS

The process for managing appeals against internal assessment marks is detailed in a separate policy, Examinations - Internal Appeals Policy (Non-Examination Assessments), available on the [School website](#).

13.3. APPEALS AGAINST ACCESS ARRANGEMENTS

The policy relating to exam access arrangements, Examinations - Access Arrangements Policy, is available on the [School website](#). The process for managing appeals relating to centre decisions relating to access arrangements and special considerations is detailed in a separate policy, Examinations - Complaints & Appeals Policy, available on the [School website](#).

14. Results & Post Results Service and Appeals

14.1. RESULTS

14.1.1. Results will be kept confidential and can only be accessed by the Head of Centre, Examinations Officer and key members of staff, prior to JCQ's official date and time for release of results to candidates.

14.1.2. Candidates will receive individual results on scheduled results days, in person at the centre.

14.1.3. Arrangements for centre opening on results days are made by the Head of Centre.

14.1.4. The provision of staff on results days is the responsibility of the Head of Centre.

14.1.5. Results issued during the course of the academic year will be distributed, as they arrive, to the individual students in school.

14.1.6. Please note that students' results will not be given out over the telephone.

14.2. POST RESULTS SERVICES AND APPEALS

14.2.1. Enquiries After Results (EARs) may be requested by centre staff or candidates if there are reasonable grounds for believing that there has been an error in marking. The candidate's written consent is required before any EAR is requested.

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- 14.2.2.** If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense. The majority of EARs will need to be paid for by the candidate (please see EAR request form), even if the school agrees with the request.
- 14.2.3.** Full information about these service and appeals is available in the school's Examinations Handbook, which is on the Examinations section of the [school's website](#). The handbook is available on the website throughout the school year.
- 14.2.4.** When the centre does not uphold a request from a candidate to review results or appeal, a candidate can appeal this decision. If the candidate believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form, at least one week prior to the internal deadline for submitting an EAR. The appeal will be reviewed by the Head of Centre and the outcome given at least 3 days before the internal deadline. If agreed the candidate will have to pay the published fees and once full payment has been received from the candidate, a request will be made on the candidate's behalf.
- 14.2.5.** After the release of results, candidates may ask the Examinations Officer to request the 'Access to Scripts' service; this fee is payable by candidates.
- 14.2.6.** Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- 14.2.7.** GCSE reviews of marking cannot be applied for once a script has been returned by the examination board.

15. Certificates

15.1. AS, A LEVEL, GCSE AND OTHER CERTIFICATES

- 15.1.1.** These will be available for collection in November and must be collected by students. The examination boards stipulate that certificates may not be sent through the ordinary post.
- 15.1.2.** Any uncollected certificates will be destroyed after 12 months. Replacement certificates must be requested and paid for by students.

16. Links to Other Policies

- Charging & Remissions
- Child Protection & Safeguarding Policy
- Examinations - Access Arrangements
- Examinations - Complaints & Appeals
- Examinations - Internal Appeals Procedure (Non-Examination Assessments)
- Safer Recruitment
- Whistleblowing