

# Examinations Policy

KING RICHARD SCHOOL



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**KING RICHARD**  
**SCHOOL**

Approved by: R Sproson

Date: September 2015

Last reviewed on: June 2023

Next review due by: June 2025

<b>Full name of policy:</b>	<b>Examinations Policy</b>
<b>Requirement for policy:</b>	To comply with Awarding Body requirements
<b>Name and post of person responsible:</b>	<ol style="list-style-type: none"> <li>1. Richard Sproson - Principal</li> <li>2. Maria Petsa – Exams Officer</li> </ol>
<b>Highest School body approving the policy:</b>	School Leadership Team
<b>Date of approval:</b>	September 2015
<b>Frequency of review:</b>	Every two years
<b>Dates of previous reviews:</b>	June 2023
<b>Date of next formal review:</b>	June 2025
<b>Policy Reference:</b>	All policies can be located on the school website.
<b>Total number of pages: (Including appendices and front sheet)</b>	13 pages
<b>Comments:</b>	<p>This policy should be read in conjunction with:</p> <ul style="list-style-type: none"> <li>• Specific Awarding Body requirements and guidelines</li> <li>• Controlled Assessment Policy and Procedure</li> <li>• Exams Contingency Plan</li> <li>• Staff Assessment Malpractice and Maladministration Policy.</li> </ul>

**The purpose of this Exam Policy is to:**

- Ensure the planning and management of exams is conducted efficiently and in the best interest of the candidates
- Ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed every two years.

This exam policy will be reviewed by the Principal and the Exams Officer.

Policy reviewed: June 2025

**Signed.....Mr Richard Sproson    Date.....**

**Signed.....Mrs Maria Petsa    Date.....**

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This exam policy will be reviewed by the head of centre and the exams officer.

## 1. Exam responsibilities

### Head of centre: Mr Richard Sproson

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice.

### Exams Officer: Mrs Maria Petsa

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

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- oversees the production and distribution to staff, governors and candidates of an annual calendar for 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.
- consults with teaching staff to ensure that necessary coursework/controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- receives, checks and stores securely all exam papers and completed scripts.
- administers access arrangements and makes applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations in conjunction with SENCO.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- arranges for distribution of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.
- Support for the input of data.
- Posting of exam papers.

### **Deputy Headteacher: George Burvill**

- Organisation of teaching and learning.
- External validation of courses followed at Key Stage 4 / Post-16.

### **Heads of faculty**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

### **Head of careers**

- Guidance and careers information.

### **Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of faculty.

### **SENCO**

- Administration of access arrangements.
- Identification and arrangement of testing of candidates' requirements for access arrangements.
- Provision 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.

### **Exam officer**

- Collection of exam papers and other material from the exam's office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exam's office.

### **Candidates**

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at King Richard School are decided by the Head of Centre, Assistant Principal and the HOF's.

The statutory tests and qualifications offered are: GCSE, A levels, BTEC. And OCR Nationals. 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 exams office must be informed.

#### **At key stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

#### **At Post-16**

It is expected that some AS modules will be completed in relevant subjects during Year 12.

It is expected that A2 modules will be completed during Year 13.

### **3. Exam seasons and timetables**

#### **Exam seasons**

Internal Y10 & Y11 Mock Exams are scheduled in November/December.

Internal YR10 & 12 End of Year exams are scheduled at the end of June

External exams are scheduled in November, January and Summer Series.

All internal exams are held under external exam conditions, including using external invigilators.

The Exam series used in the centre, are decided by the Head of Centre and the HCA's.

#### **Timetables**

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed, to staff, pupils, parents and the KRS website.

### **4. Entries, entry details, late entries and retakes**

#### **Entries**

Candidates are selected for their exam entries by the HCA' and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal in consultation with subject teacher and Head of Centre.

The centre does not accept entries from external candidates.

#### **Late entries**

Entry deadlines are circulated to HCA's and Subject Leaders, via notice board, e-mail, bulletin and calendar.

Late entries are authorised by heads of subject and exams officer.

#### **Retakes**

Retake decisions will be made in consultation with the candidates, subject teachers, exams officer and Head of Curriculum Area's and Senior Leadership Team.

## 5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

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.

Reimbursement will not be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

Retake fees for first and any subsequent retakes are paid by the centre.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry.

## 6. The Disability Discrimination Act (DDA), SEN and Access

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **SEN**

A candidate's special needs requirements are determined by the SENCO and the Senior Educational Psychologist / Specialist Teacher.

The SENCO will liaise with subject teachers of candidates with special educational needs to ensure that access arrangements match provision that is evidence of normal practice, as far as is appropriate.

### **Access arrangements**

Any request for access arrangements must be made with full agreement of both pupil and parent and reflect normal working practice of the student. Ultimate responsibility will rest with the Special Educational Needs Coordinator Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.

Rooming for access arrangement candidates will be arranged by the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.



## 7. Managing invigilators and exam days

### Managing invigilators

External invigilators will be used for exam supervision during Internal and External examinations.

The recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure Barring Service (DBS) for new invigilators is the responsibility of the exams office in conjunction with school secretary.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the centre administration.

### 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 site supervisor Mr Nicos Mouzouros is responsible for setting up the allocated room.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff will not be permitted to be in the room at the start of the exam, or enter the exam room at any time during the examination.

(In practical exams, subject teachers may be on hand in case of any technical difficulties).

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department/faculty at the end of the exam session.

## 8. Candidates, clash candidates and special consideration

### Candidates

The centre'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 centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose 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 as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

## **Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The exams officer will then complete a special consideration request (on-line) to the relevant awarding body within seven days of the exam.

## **9. Coursework and appeals against internal assessments**

### **Coursework / Controlled Assessments**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of department will ensure all coursework / controlled assessment is ready for despatch by exams officer at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exam's office by the subject teachers and the heads of department.

### **Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exam's office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- appeals should be made in writing to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

## **10. Results, enquiries about results (EARs) and access**

### **Results**

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide a forwarding address) / by e-mail (with signed confirmation requesting this from student).

Arrangements for the school to be open on results days are made by the head of centre.

The provision of staff on results days is the responsibility of the head of centre.

## **EARs**

EARs may be requested by subject staff or candidates if there are reasonable grounds for believing there has been an error in marking. Permission for an EAR must be obtained from the Principal, before approaching the exams officer to carry out.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

## **ATS**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

## **11. Certificates**

Certificates are posted (Royal Mail recorded delivery) and collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates may be withheld from candidates who owe fees.

The centre retains certificates for three years.

To be Reviewed: June 2025