



# LITTLE HEATH SCHOOL EXAMINATIONS POLICY

## Purpose and background

The purpose of this policy is to state how Little Heath School deals with the requirements of JCQ the exam regulators and awarding bodies regarding the conduct of public examinations.

## Policy objectives

- To set up an efficient exam system with clear guidelines for all users.
- In September the exams officer will

## Management of policy

<b>School:</b>	This policy is implemented and managed by the Examinations Officer
<b>Governing Body:</b>	The Governing Body has delegated the annual oversight, review and update of this policy to its Academic Performance Committee.
<b>Approval:</b>	Approved by the Academic Performance Committee on 24 September 2020
<b>Next review due:</b>	September 2021

## Practice and procedures

In order to achieve the objectives of this policy, Little Heath School has the following measures in place:

### ACCOUNTABILITY OF DEPARTMENTS

- One person should be nominated per Key Stage from each department to take responsibility for exam entries/withdrawals and will report to the Head of Department at appropriate times during the year on these entries. It will be important for this nominated person to be trained appropriately. He/she will then be responsible for keeping the exams officer up to date.

### ENTRIES

- **All candidates** will be entered by the due date set by the board. It is the **responsibility of the HOD** to ensure that the entries are passed to the exams officer. Little Heath School does not take private candidates, only students on roll will be entered into examinations

## AMENDMENTS

- Withdrawals will be accepted by the exams officer up to the date set by the board. All requests must be in writing, an email is sufficient. **Any late withdrawals/entries will be charged to the Department.**

## MALADMINISTRATION

- All incidences of maladministration will be brought to the attention of the Centre Manager (Head teacher). The Centre Manager will inform Senior Staff and awarding bodies immediately. The Centre Manager will investigate the allegation within 5 days. The Centre Manager will document the allegation and findings of the investigation and inform the student of the outcome in writing. The Centre Manager will notify the Awarding Bodies of the outcome in writing. The identity of the informant will be kept confidential by the Centre

## MALPRACTICE/MISCONDUCT

- Any misconduct or irregularity must be reported to the exams officer as soon as possible, who will then inform the exam board concerned. A full investigation will be held. The invigilator will be asked to make a statement. The candidate will be interviewed and given the opportunity to make a statement. All paperwork will be completed by the exams officer and sent along with all statements to the Examinations Board for their attention. A letter will be sent to candidates/parents informing them of the allegation/incident.

Once a decision has been made and confirmation received from the Examination Board a copy will be sent to candidate/parents who will then have the opportunity to appeal the decision.

## EXTERNAL EXAMS

- The exams officer is responsible for the organisation and conduct of all external exams. Final confirmation of entry numbers and levels will be agreed with each HOD. All exam papers will be counted in by the exams officer and locked in the secure safe. One hour prior to the start of an external examination the exams officer, the lead invigilator or another member from the exams & assessment team will count the exam papers into the correct numbers for each venue. No exam papers can be removed from the exam venue before the end of a session. All exams will be conducted according to the rules laid down by exam boards and within the start and finish times determined by the board.
- Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination.
- In the absence of the exams officer at the end of any exam, the lead invigilator will ensure the papers are collected and taken to the Exams Office and given into the care of the exam staff.
- Students will not be allowed to leave an exam unless their exam paper has been picked up and secured by an invigilator;

## COURSEWORK/CONTROLLED ASSESSMENT

- It is the responsibility of each Department to ensure all coursework/controlled assessment is passed to the exams office to be dispatched at the correct time. The HOD may liaise with the exams officer if necessary. Coursework/controlled assessment will be dispatched using a certificate of posting via the post office.

## QUALITY ASSURANCE

- LHS is committed to Quality Assurance. All learners are assessed and monitored to suit their needs. Internal verification is carried out by the nominated Quality Nominee on an ongoing basis. The Centre Manager will ensure that any new staff are trained and assessed. All invigilators will be trained and assessed on a regular basis, at least once every year. Internal verification will be recorded and records kept centrally. All centre staff are made aware of the Equal Ops Policy

## ACCESS ARRANGEMENTS (REASONABLE ADJUSTMENTS)

- In Year 10 students will be referred to the SENCO to be tested for Access Arrangements, these could include, extra time, reader, scribe, word processor, practical assistant, modified paper or rest breaks. The SENCO will test the student and apply to JCQ to have the provision agreed. Once approved, a letter will be sent by the SENCO to parents confirming the provision. The SENCO will also advise the examinations office who will put the provision in place and book the required invigilation support for each examination. The examinations office will also be responsible for ordering modified papers as required. A copy of the qualification certificate for the SENCO will be kept in the Access Arrangement file.

### LATE ARRIVALS

- Candidates who arrive late must go straight to their venue unless told otherwise. Invigilator to settle candidate and start exam giving them the full time. Invigilator to contact EO and confirm time of arrival and reason for lateness. Full details to be recorded on the venue incident log. EO to see candidate after exam to explain JCQ process for late arrivals, complete appropriate paperwork if necessary and pass to Exam board.

### ABSENT CANDIDATES

- Immediately after the exam has started all absences are reported to the EO who, along with KS4/KS5 support will then contact candidate/parents to establish reason for absence. JCQ regulations will be followed and special consideration will be applied for if appropriate.

### SEPARATE INVIGILATION

- LHS will only allow separate invigilation in extreme circumstances and with medical evidence. All readers, WP users and scribes are located away from the main venue in a separate exam venue.

### MANAGING BEHAVIOUR

- Each venue has a nominated lead invigilator who has a mobile phone for contacting the EO. EO will decide to call out SLT. All incidents are logged on the venue incident log. Invigilators are not expected to deal with any behaviour issues.

### FOOD & DRINK IN EXAM VENUE

- Only water in a clear bottle with label removed will be allowed in the exam venue. Any food items must be cleared and agreed with the EO before being taken into the venue. Food will only be allowed on medical grounds.

### SPECIAL CONSIDERATION

- All applications for special consideration should be passed to the examinations office. The exams officer will request medical evidence if appropriate and make the application online with the appropriate exam board

### IDENTIFICATION OF CANDIDATES

- All candidates are students at Little Heath School, we do not accept private candidates. A member of SLT will be present at the start of all examinations and will be able to identify all students. A list of all students for each year group, with photos, is kept in the Exam Venue handbook. Candidate cards are placed on desks for all exams.

## INTERNAL EXAMINATIONS

- The exams officer will be responsible for the overview of the organisation of accommodation and invigilation for these exams. Each department will be responsible for producing exam papers which are suitable for the time slot allocated to their subject. Departments must ensure that they are represented at the start of each exam. Each HOD to collect papers at the end of the exam from the exams office.

## RESULTS

- Results are received into the school electronically and imported into the school's MIS from exam boards by the exams officer. When students' results are received on restricted release day they are kept strictly confidential and only senior members of staff, nominated by the head of centre, the exams officer and assessment team will have access to these.
- Results will not be given to anyone other than the student without the students permission. If the student is unable to collect their results they can nominate someone on their behalf but this must be in writing and given to the exams officer in advance of results day.
- Uncollected results will be posted home at the end of the results day. Results will only be emailed to students' Little Heath email address in extreme circumstances as agreed with the exams officer.

## POST RESULTS

- All post results will be processed by the exams office, students will be asked to sign an agreement form before reviews are processed. Students pay for all post results and all payments must be received before scripts and/or reviews are ordered. Any scripts ordered for teaching and learning purposes are paid for by the subject department.

## APPEALS POST RESULTS

- Any appeals must be processed by the examinations officer, exam boards will not enter into discussions with parents or candidates. A copy of the JCQ appeals procedure is available from the examinations office.

## **Associated documents**

JCQ Instructions for conducting examinations

JCQ Adjustments for candidates with disabilities and learning difficulties.

## **Appendices**

Appendix 1: Appeals Complaints & Post Results Policy

Appendix 2: Controlled Assessment Policy

Appendix 3: Disability Policy

Appendix 4: Evacuation Procedures Policy

Appendix 5: Archiving Policy

Appendix 6: Exams office contingency Policy

Appendix 7: Internal appeals Policy

Appendix 8: Laptop Policy

Appendix 9: Lockdown (exams) Policy

Appendix 10: Risk assessment (exams) Policy

Appendix 11: Private Candidate (exams) Policy

Appendix 12: Results and Appeals (exams) Policy