



Northampton School *for Boys*

Public Examinations Policy

Approved by: **Governor Curriculum Committee**
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This policy lays down in principle and practice the guidelines whereby students are entered for Public Examinations at Northampton School *for Boys*.

The purpose of the policy is

- **to ensure the planning and management of exams is conducted efficiently and in the best interests of the students**
- **to ensure that there are clear guidelines for all relevant staff**

1. Examination Responsibilities

1.1 Head of Centre / Headteacher

Overall responsibility for the school as an examinations centre:

- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to JCQ document *Suspected malpractice in examinations and assessments*.

1.2 Examinations Officer & examinations office

Manages the administration of public and internal examinations and analysis of examination results:

- advises senior staff, teaching staff and relevant support staff on procedures as laid down by JCQ and/or examination boards
- ensures that candidates and their parents are informed of and understand those aspects of the examinations timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- 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*
- identifies and manages examination timetable clashes
- accounts for income and expenditure relating to all examination costs/charges
- manages examinations invigilators including their training
- prepares reports to Senior Staff showing results achieved
- submits candidates' coursework, assessments, marks, tracks despatch and stores returned coursework, assessments and any other material required by awarding bodies correctly and on schedule
- arranges for distribution of examination results and certificates to candidates
- processes, in consultation with Senior Staff and Curriculum Team Leaders all requests for access to scripts and remark requests (EARs – Enquiries about results)
- provides copy of results to Curriculum Team Leaders on the same day that the results are issued to candidates
- forwards copies of moderators' reports to Curriculum Team Leaders and Senior Staff
- maintains systems and processes to support the timely entry of candidates for their exams

1.3 Senior Staff – Examinations

The member of Senior Staff responsible for Examinations line manages the Examinations Officer

- Investigates appeals regarding internal assessment processes and suspected cases of malpractice under the direction of the Head of Centre

- acts as point of contact for enquiries about results of external examinations
- Liaises with the Head of Centre on access to scripts and remark requests

1.4 The Head of centre

- makes the decision whether or not to withdraw a student from public examinations

1.5 SENCO – Special Educational Needs Coordinator

- will, at the beginning of each Key Stage of study, make arrangements for any student to be assessed to ensure that he/she receives any additional access arrangements for public examinations to which he/she is entitled
- will communicate all access arrangements required to the Examinations Officer

1.6 Curriculum Team Leaders

Curriculum Team Leaders are responsible for ensuring that the delivery of the subject adheres to the specification as published by the examination boards and that the relevant staff receive up to date training on the delivery and interpretation of any markschemes that culminate in public examinations

- will issue guidance to relevant students on the nature of plagiarised work and also how to avoid plagiarism
- provide the Examinations Officer with estimated grades if required
- provide the Examinations Officer with data on entry levels where and when required
- will ensure that internal moderation and standardisation procedures are in place for internally assessed units of public examinations and that the procedures are upheld
- will ensure the completion of all mark sheets by the deadlines provided by the Examinations Officer
- will ensure that students at the start of an examination course (or at the start of a unit for coursework are made fully aware of the rules and expectations when producing work and the consequences of submitting plagiarised work
- will be responsible for identifying and contacting students for potential EARs following publication of results and ensure that written permission from students is passed to the examinations office for processing

1.7 Subject teachers

It is the responsibility of any subject teacher who delivers a course leading to a public examination

- to refer to the SENCO the names of any student who they feel may require additional access arrangements
- to adhere to the internal moderation and standardisation procedures for internally assessed work

2. The Disability Discrimination Act (DDA), special needs and access arrangements

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

2.2 Special needs

A candidate's special needs requirements are determined by the SENCO and an educational psychologist. The SENCO will

- inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination.
- inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination itself.

2.3 Access arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENCO and the Examinations Officer. The Examinations Office will

- submit completed access arrangement applications where necessary to the awarding bodies
- arrange the rooming for access arrangement candidates
- organise invigilation and support for access arrangement candidates

3. Entries and resits of examinations

3.1 Students who have completed a course of study leading to an examination will be entered for that examination if they:

- have produced work required by the Examination Boards E.g. Coursework
- have attended regularly
- stand a chance of passing the GCSE examination at grade 9 to 1 or the A Level examination at grade A* - E and have demonstrated that they have worked to the best of their ability in the professional opinion of the school;
- have signed a Memorandum of Agreement stating they will adhere to the points listed above.

3.2 The School will make the final decision regarding a student's examination entry.

- Students who are not entered for an examination are expected to remain with their examination course until they commence study leave.
- Each student will receive an initial statement of entry which makes it explicit that the tier of entry at that stage is provisional and subject to change
- Any subsequent changes to levels of entry will be accompanied by a Change to Entry Agreement so that confirmation of the change is noted.
- Enquiries about examination entries should be addressed in the first instance to the Examinations Officer at the school.

3.3 The School does not offer GCSE resits other than for English Language and Mathematics.

3.4 A Level resits

- All A level resits take place during the summer series of the public examinations
- For GCSE English or Mathematics resits, the Team Leader will liaise with Senior Staff (Examinations) to decide the optimum timing for the resit examination.

4. Examination Fees

4.1 The School will pay for all entry fees for public examinations other than resits of A Levels

4.2 The cost of any A Level resit will be borne by the student

- The cost will consist of the entry fee as set out by the examination board(s) plus a nominal charge for administration.

5. Appeals against internal assessments

The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions covering GCSE controlled assessments, GCE Coursework, GCE and GCSE non-examination assessments and Project qualifications.

The school is committed to ensuring that whenever its staff assesses students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned and subject specific associated documents.

Assessments are conducted by teachers that have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board and who have been trained in this activity. Where a set of work is divided between staff, consistency will be assured by internal moderation and standardisation.

5.1 All students will be informed of their centre assessed marks at the latest by 4 calendar weeks before the Examination Board deadline so that they may request a review of the centre's marking before marks are submitted to the awarding body.

5.2 If a student wishes to make an appeal they may request copies of materials that would assist them in considering whether to request a review of the centre's marking of the assessment.

5.3 Appeals should be made in writing to the member of Senior Staff with responsibility for examinations. The deadline for receipt of any requests is 3 calendar weeks prior to the Examination Board deadline for receipt of internally assessed marks. Requests for review of materials or appeals will not be accepted after this deadline. All requests for copies of materials will be acted upon promptly.

5.4 The school will carry out a review of the marking and make any necessary changes to the marks and inform the candidate of the outcome before the Examination Board deadline for receipt of internally assessed marks.

5.5. The school will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of the student and has no personal interest in the review. The assessor will be instructed to ensure that the candidate's mark is consistent with the standard set by the school.

5.6 The school will inform the student in writing of the outcome of the review.

5.7 A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. **Such moderation may change the marks awarded for internally assessed coursework. That is outside the control of the school and is not covered by this procedure.**

6. Results, enquiries about results (EARs) and access to scripts (ATS)

6.1 The results of any public examinations are the property of the candidate and as such can not be given to any third party without the candidate's permission

- Candidates may give permission for a named person to collect the results on their behalf in writing to the Examinations Officer

6.2 The results of any public examination will be given to the candidate on the published date as determined by the JCQ or individual examination boards

6.3 Enquiries about results (EARs) and access to scripts (ATS)

All students will be asked to sign an agreement for access to scripts ONLY, ahead of the examination series. This will enable:

- the Curriculum Team Leaders to identify which students may benefit from an EAR according to data produced by the school;
- relevant scripts to be requested from examination boards;
- teams to analyse the script and determine whether in the opinion of the staff, a re-mark could produce an increased grade

Should the school decide that it is worth requesting a re-mark on behalf of a student, the following procedure will apply:

- The Curriculum Team Leader will contact the student to advise them that in their professional opinion it is worth requesting in for a re-mark;
- The Curriculum Team Leader will advise the student and parents that it is possible to lose as well as gain marks in this process;
- The Curriculum Team Leader will gain the student's written permission to make this request;
- The student's written permission will be forwarded to the Examinations Office for processing;

Where the school has initiated the EAR it will also bear the cost of any request to the Examination Boards. Where a parent/student has initiated the EAR and it is not supported by the school, the parent/student will bear this cost.

All requests made must be done within the timescales set out by the Examinations Office of Northampton School *for Boys*. This is slightly earlier than the Examination Board deadlines to allow time for processing the large number of request.

- 6.4 In the event that a candidate wishes to obtain their own script of an examination
- the request should be made to the Examinations Office
 - the candidate will bear the cost of the process

7. Special Consideration

7.1 The JCQ allows for *special consideration* to be applied to candidates where circumstances just before or during an examination prevents a candidate from performing to their full potential. *Special consideration* is intended to compensate a candidate who is unable to fully demonstrate their knowledge or skills. It is not intended to compensate a candidate who has been unable to acquire the necessary knowledge and skills and therefore is not appropriate for students suffering from long term problems.

- 7.2 If a problem occurs just before or during an examination, the candidate, his/her parent(s) or guardian or carer should
- contact the examinations office immediately after the examination
 - provide supporting documentary evidence

8. Expectations of behaviour of candidates

8.1 Each element or component of a public examination is carried out according to the JCQ *Instructions for conducting examinations*. During written examinations,

art or design practical examinations, coursework or controlled assessments, candidates must not:

- communicate in any way with any other candidate
- be in possession of any device that is capable of sending or receiving messages
- engage in any inappropriate behaviour

8.2 In the event of any breach of the requirements for behaviour during examinations the candidate will be warned that:

- he/she may be removed from the examination room
- the examination board will be informed and may decide to disqualify the candidate

8.3 All cases of suspected or actual malpractice in connection with the examination will be reported to the relevant examination board(s)

8.4 Plagiarism

All Teams will issue guidance to students on the nature of plagiarised work and how to avoid plagiarism.

All instances of plagiarised work which were due to be submitted to external examination boards are to be reported to Team Leaders, the member of Senior Staff responsible for ARR and the Examinations Officer.

Following advice from the examination boards, Teams must not submit any work which they believe to be plagiarised. Replacement work can be submitted if it is completed before internal deadlines but this process should not disadvantage other students who have followed coursework/controlled assessment guidance.

If plagiarised work is discovered during the moderation process then zero marks must be awarded for that piece, and the student, their parents/guardians/carers, Senior Staff ARR and the Examinations Officer notified as soon as possible.

9. Managing Invigilators and Examination Days, Emergency evacuation procedure

9.1 Managing Invigilators

The Examinations Officer is responsible for the recruitment, training and management of invigilators. Invigilators are responsible for the smooth running of the examinations and as such will

- ensure that examination materials are distributed according to the seating plan
- supervise the candidates during the examination
- collect in completed work and return it to the Examinations Office
- report any irregularities in the invigilator's log
- report any suspicions or acts of malpractice to the Examinations Officer or the senior member of staff allocated to that examination

9.2 Examination Emergency Evacuation Procedure

The school is required by the JCQ to have an emergency evacuation procedure. An emergency is declared when the Fire Bell is rung. In this event the invigilators will evacuate the examination room, and direct candidates to assemble on the AWP, taking the attendance register with them. The invigilators will ensure that:

- all question papers and scripts are left in the examination room
- candidates are supervised as closely as possible whilst they are not in the examination room to ensure that no collusion takes place
- the supervision of candidates continues whilst the examination room and surrounding area is inspected
- no person re-enters the building until the “All Clear” is declared by the member of Senior Staff coordinating the emergency
- the time and duration of the interruption is noted in the invigilator’s log
- the full working time prescribed for the examination is given to the candidates
- they liaise with the Examinations Officer to complete a full report of the incident for submission to the examining board(s).

10. Certificates

Certificates of examination awards will be available for collection by individual students from 1 November of each year.

- the disposal date will be the year of the candidate’s 25th birthday

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