



# Northampton School *for Boys*

## Public Examinations Policy

**Approved by:** Governor Curriculum Committee  
**Date:** 8 October 2020  
**Review Date:** October 2021

## **Contents**

1. Examination Responsibilities
2. The Equalities Act (2010), special needs and access arrangement
3. Entries and resits of examinations
4. Examination fees
5. Non-Examined Assessment
6. Appeals against internal assessments
7. Results, enquiries about results (EARs) and access to scripts (ATS)
8. Special Consideration
9. Expectations of behaviour of candidates
10. Management of controlled assessments
11. Managing invigilators and examination days, emergency evacuation procedure
12. Examinations Contingency Plan
13. Certificates

**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 / Headmaster

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 Assistant Headteacher (Examinations) & Examinations Office

Manages the administration of public and internal examinations:

- 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 non-examined assessments are 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 Examination Invigilators including their training
- supervises examination days
- liaises with Curriculum Team Leaders
- liaises with the Estates Team
- submits candidates' non-examined assessment, practical assessment, marks, tracks despatch and stores returned non-examined assessment, assessments and any other material required by awarding bodies correctly and on schedule
- arranges for distribution of examination results and collection of certificates to candidates
- processes, in consultation with Senior Staff and Curriculum Team Leaders all requests for access to scripts and review requests (EARs – Enquiries about results)
- 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 examinations

### 1.3 Senior Staff – Examinations

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

- 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 review requests

#### 1.4 The Head of Centre

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

#### 1.5 SENDCO – Special Educational Needs and Disabilities 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 mark schemes 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 Office with estimated grades if required
- provide the Examinations Office 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 Office as required
- will ensure that students at the start of an examination course (or at the start of a non-examined assessment) 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 SENDCO 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 Equalities Act (2010), special needs and access arrangements**

2.1 The Equalities Act (2010) lists the following characteristics which are protected in Law: age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex and sexual orientation. 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 SENDCO and a trained member of staff with responsibility for Access Arrangement testing. The SENDCO 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 SENDCO and the Examinations Office. 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 results 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. non-examined assessment
- 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 Assistant Headteacher (Examinations) at the school.

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

- For GCSE English or Mathematics resits, the Team Leader will liaise with Senior Staff (Examinations) to decide the optimum timing for the resit examination.

3.4 A Level resits

- All A level resits take place during the summer series of the public examinations

#### **4. Examination Fees**

4.1 The School will pay for all entry fees for public examinations other than resits of A Levels. Where a student needs a higher grade in either Mathematics or English Language GCSE and elects to resit this qualification, the student will assume the costs for these papers.

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. Non-examined assessment**

The School has a published policy relating to the reformed GCE and GCSE qualifications which contain one or more components of non-examination assessment (NEA). Any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified as non-examination assessment (NEA). 'NEA' therefore includes, but is not limited to, internal assessment. It also refers to externally marked and/or externally set practical examinations taken at different times across centres.

The policy outlines three assessment stages and the associated rules applicable to each stage. These rules often vary across subjects. The stages are: task setting, task taking and task marking.

5.1 The policy sets out the responsibilities of the Assistant Headteacher (Examinations), Curriculum Team Leaders, the SENDO, Teaching staff, and the Examinations Office.

5.2 The Policy sets out the arrangements for the Practical Skills Endorsement for A Level Sciences.

5.3 The Policy sets out the responsibility of the Head of Centre

5.4 The Policy sets out the Spoken Language Endorsement for GCSE English Language requirement.

5.5 The policy sets out the management of potential risks and issues including specific risk assessments, which form the Appendix A of the policy.

## **6. 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 non-examined assessment, 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.

6.1 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.

6.2 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.

6.3 Appeals must be made in writing to the member of Senior Staff (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.

6.4 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.

6.5. 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.

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

6.7 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.**

## **7. Results, enquiries about results (EARs) and access to scripts (ATS)**

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

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

7.2 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

### **7.3 Enquiries about results (EARs) and access to scripts (ATS)**

All students will be asked to sign an agreement for access to scripts ONLY, on receipt of their published results. 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 requests.

- 7.4 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

## **8. Special Consideration**

8.1 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.

- 8.2 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

## **9. Expectations of behaviour of candidates**

9.1 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, non-examined assessments 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

9.2 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

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

#### 9.4 Plagiarism

All Teams where non-examined assessment or controlled assessments are in place, 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 the appropriate Curriculum Team Leaders, the member of Senior Staff responsible for Examinations.

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 non-examined 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, the member of Senior Staff responsible for ARR and the Examinations Officer should be notified as soon as possible.

### **10. Managing Invigilators**

#### 10.1 Managing Invigilators

Assistant Headteacher (Examinations) 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 Office or the senior member of staff allocated to that examination

### **11. Examinations Contingency Plan**

#### 11.1 Aims of the Examinations Contingency Plan

The Examinations Contingency Plan is designed to ensure a consistent and effective response in the event of a major disruption to the examination process. All awarding bodies have their own contingency plans in place to respond to such disruptions including the National Contingency date which forms part of the Public Examinations timetable. The Examinations Contingency Plan takes account of these processes and procedures and is designed to complement, not replace them. The plan will be implemented in the event of major disruption to the examination process or system, such as a bomb threat, widespread illness, travel disruption, bad weather or power failures. Any action taken will be subject to the advice of official agencies dealing with the specific circumstance being faced, for example: The Police, Environment Agency or Health Protection Agency. Implementing the plan

will safeguard the interests of the candidates while maintaining the integrity of the examinations system and safeguarding qualification standards. The priority when implanting contingencies will be to meet published timetables and comply with statutory requirements.

If the situation cannot be resolved, the Senior Staff at Northampton School *for Boys* will meet to agree further actions.

### 11.2 Emergency Situations

In the event of an emergency such as the fire alarm going off during an examination, the JQC Emergency procedures will be followed. The Significant Person and / or the Invigilators will halt the examination and instruct candidates to stop writing, to leave all examination papers, scripts and other examination materials on the desk and to evacuate the examination room. The time of disruption will be noted and Invigilators will take the Attendance Register with them to ensure that all candidates have been evacuated safely, and returned to the examination room following the end of the emergency. Candidates will be instructed not to talk to each other and will be accompanied by the Invigilators to a safe place away from other students at the Centre, where they will be kept in silence at a distance from each other to prevent communication. When the Emergency is over, all candidates will return to the examination room(s) in silence and the Invigilators will note the start time of the resumption of the examination(s) and ensure that all candidates receive the full allocated time for their paper(s). Special Consideration will be applied for.

The usual evacuation meeting point for candidates coming from the Sports Hall is the All Weather Pitch to the back of the building.

### 11.3 Communications

In the event of local disruption, communications to teachers, students and parents/carers will be conducted by the Examinations Officer following agreement with the Head of Centre. Candidates and their parents/carers will be informed of any change in arrangements such as the use of alternative venues. If this is not possible, they will be informed of the possibility that an examination result may be generated by the Awarding Body based on other factors such as the candidate's performance in other assessments in the same subject. There may be the opportunity for a student to sit a missed paper later in the year.

In the event of national disruption, details of the specific contingencies agreed across organisations in the examinations process will be confirmed on the Ofqual website ([www.ofqual.gov.uk](http://www.ofqual.gov.uk)) and proactively communicated to the relevant stakeholders. This includes communication between organisations

involved in the response and stakeholders such as Centres, candidates, parents/carers, Governors and members of the public.

#### 11.4 School closure or lack of examination room availability

If the School is closed or candidates are unable to access the examination room, then the Assistant Headteacher (Examinations) will look into the possibility of running the examinations at an alternative venue.

#### 11.5 Disruption in the distribution of examination papers

If the distribution of examination papers to Centres is disrupted, the Awarding Bodies will use alternative couriers for delivery of hard copies. If this is not possible, the Awarding Body will provide the School with electronic access to examination papers via a secure external network. Awarding Bodies may also fax copies of examinations to the School if electronic transfer was not possible. The Assistant Headteacher (Examinations) will ensure that copies are received, made and stored under secure conditions.

#### 11.6 Disruption to the transportation of completed examination scripts

If there is a delay in normal collection arrangements for completed examination scripts, the School will seek advice from the Awarding Body/Bodies. The School must not make arrangements for transportation without approval from the Awarding Body/Bodies. The School will ensure secure storage of completed examination scripts until collection.

#### 11.7 Inability to distribute examination results

If the School is unable to access or manage the distribution of results to candidates or to facilitate post-results services to candidates, the Assistant Headteacher (Examinations) will contact the Awarding Bodies about using alternative options, including using an alternative site.

#### 11.8 Special consideration

If a candidate is unable to take an examination the Assistant Headteacher (Examinations) should apply to the Awarding Body/Bodies for Special Consideration if the candidate has met the criteria laid down by the Awarding Body. JCQ guidance on special consideration can be accessed through the JCQ website:

[www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance](http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance)

## 11.9 National contingency date

The School must inform stakeholders of the published date for National Contingencies. If the date is published before the School calendar, it will be included as part of this document. If the date is not published before the School calendar, it will be added to the online version of the calendar, with stakeholders also being informed by letter of the need for candidates to be available to take examinations on this date. A note of the date will be added to candidates' examination timetables. The Assistant Headteacher (Examinations) will inform the Estates Team of the need to keep the examinations rooms available until this date has passed.

If the National Contingency date is used by the Awarding Bodies, affected candidates, parents/carers, Invigilators and other stakeholders will be proactively notified by letter, or other communication (such as text), with details also being published on the School website.

## 12. Certificates

Certificates of examination awards will be available for collection by individual students from 1st November of each year. The disposal date will be the year of the candidate's 25<sup>th</sup> birthday.

**Approved by:** Governor Curriculum Committee  
**Date:** 8 October 2020  
**Review date:** October 2021

## ADDENDUM

This policy is written from the assumption that Public Examinations will take place as a Summer series in May/June each year. It does not outline specific guidance which may be imposed by JCQ, Ofqual or individual awarding bodies in times of national emergencies (including the closure of Schools) such as the COVID-19 Pandemic when schools will be expected to respond to nationally coordinated policies, procedures and guidelines. In these circumstances the contents of such publications must be considered by the School. This includes changes to the timings of examinations, cancellation of the examination series, or their replacement by another method of awarding qualifications including Centre Assessed Grades.