

EXAMINATIONS POLICY

AIM/PURPOSE

To ensure that the planning and management of examinations is conducted efficiently and in the best interest of candidates, and that there is an efficient system with clear guidelines for all staff.

GENERAL PRINCIPLES

Roles and responsibilities as follows;

- ◆ The Deputy Head (Curriculum Support) organises teaching and learning and liaises with the Examinations Officer who manages external validation of courses followed at examination level.
- ◆ The Examinations Officer has overall responsibility for examinations; entries, attending meetings, deadlines, day to day needs, examination results day and appeals.
- ◆ Teachers are responsible for notification of “access arrangement” requirements as soon as possible after the start of the course and submission of candidates’ names to the subject leader, Curriculum Deputy and Examinations Officer.
- ◆ The SENCO is responsible for identification and testing of candidates who require special access arrangements and provision of additional support. These may include spelling, reading, mathematics, dyslexia or essential skills, hearing or visual impairment, English for speakers of other languages, IT equipment in order to help candidates succeed.
- ◆ Invigilators are responsible for the collection of exam papers and other material from the exams office before the start of the exam. Also, collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- ◆ Candidates are responsible for confirmation and signing of entries, understanding coursework regulations and signing a declaration that authenticates work as their own.

EXAMINATIONS AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

1. The qualifications offered are decided by the Head in liaison with the Deputy Head (Curriculum) and Examinations Officer. They include GCSE and others. Informing the Examinations Secretary of changes to a syllabus is the responsibility of the Head of Subject.

Candidates should be selected for their exam entries by the Subject Leader and subject teachers. Candidates or parents/carers can request a subject entry, change of level or withdrawal, but the final decision will be made by the school, taking into account the best interests of the student. The school does not act as an examination centre for other organisations. Entry deadlines are circulated to Subject Leaders via email and internal post. Late entries are authorised by the Exams Officer.

Candidates or departments will not be charged for changes of tier, withdrawals made using the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. Examination entry fees, late entry or amendment fees are paid by the school.

Fee reimbursements are sought from candidates for the following reasons; those who decide to sit an exam after the late entry/withdrawal deadline, failure to sit an exam, not meeting the necessary work requirements without medical evidence or evidence of other mitigating circumstances.

2. External staff are used to invigilate internal and external examinations. Recruitment of invigilators is the responsibility of the Exams Officer in liaison with the Deputy Head (Staff Support). Securing the necessary clearance for new invigilators is the responsibility of the school personnel department and fees for securing such clearance are paid by the school. Invigilators are timetabled and briefed by the Exams Officer and invigilator's rates of pay are set by the Governors' Finance Committee in liaison with the Head.

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 Manager and his team are responsible for setting up the allocated rooms.

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

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted. In practical exams, subject teachers may be on hand in case of any technical difficulties.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

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 Subject at the end of the exam session.

An appropriate member of the Leadership Team is responsible for investigating suspected malpractice.

3. The requirements of the Disability Discrimination legislation are met. The main provisions of the Act give protection to disabled people in the areas of employment and education. A person has a disability for the purposes of the Disability Discrimination Act (DDA) if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day to day activities. The school will meet the requirements of the DDA by ensuring that the exams centre is accessible and improves the candidate's experience. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam and the likely date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access requirements are determined by the SENCO in liaison with the doctor, pastoral teacher and educational psychologist/subject teacher. Making access 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 in liaison with relevant staff (e.g. SENCO). Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Officer.

4. The school's published rules on candidates' acceptable dress, behaviour and use of mobile 'phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with Examination Board guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or senior invigilator.

Candidates may only leave the exam room for a genuine purpose e.g. toilet and are required to return immediately to the exam room. They must be accompanied by a member of staff to and from the toilet.

The Exams Officer is responsible for handling late or absent candidates on exam day.

For candidates who have exams which "clash", the supervision of escorts, identifying a secure venue and arranging supervision is the responsibility of the Exams Officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise be disadvantaged during an exam, then it is the candidate's responsibility to alert the school, the Exams Officer, or the exam invigilator to that effect.

The candidate must support any special consideration claim with appropriate written evidence within three days of the exam; for example, by providing a doctor's letter/note.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

It is the duty of Subject Leaders to ensure that all internal assessments are ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided for the exams office by Subject Leaders.

5. Trinity CE High School is committed to ensuring that staff assessment of students' work for external qualifications is carried out fairly, conscientiously and in accordance with the specification for the qualification concerned. Staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity should conduct assessments. Students' work must be produced and authenticated according to the requirements of the examinations boards. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

6. Candidates will receive individual result slips on results days, either in person at the school or by post to their home addresses (candidates must provide a self addressed envelope).

Arrangements for the school to be open on results days are made by the Head.

The provision of examinations related staff on results days is the responsibility of the Exams Officer.

Re-marks may be requested by school staff or candidates if there are reasonable grounds for believing there has been an error by the examination board. The candidate's consent is required before any re-mark is requested.

If a result is queried by the school, the Exams Officer, teaching staff and Head will request a re-mark at the school's expense.

When the school does not support a candidate's or parent's request for a re-mark, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of the school, they will be charged the cost of the appeal.

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

7. Certificates are presented to successful students at the annual Presentation Evening held in November. Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. The school retains certificates for six years.

MONITORING AND EVALUATION

This will be carried out by the Governor's Curriculum Committee in liaison with the Head and Deputy Head (Curriculum). Changes will be ratified by the Full Governing Body.