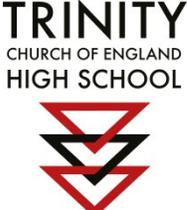


EXAMINATIONS POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Governors' Curriculum Committee
	Approved by:	Full Governing Body
	Date approved:	19 th July, 2021
	Date adopted:	1 st September 2021
	Next review due by:	End of 2021/22 academic year

AIM/PURPOSE

To ensure that the planning and management of examinations is conducted efficiently and securely 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) organises teaching and learning and liaises with the Examinations Officer who manages internal and external assessment 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 Officer 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. Parents, carers and students will be informed of the exam entries, tier of entry and timetable prior to final prior to deadline for entries. Parents and carers will receive an electronic message to draw attention to this information. Candidates or parents/carers can request a subject entry, change of tier 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. Late entries are authorised by the Deputy Head (Curriculum).

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 (Personnel). Securing the necessary clearance for new invigilators is the responsibility of the school HR 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 invigilators.

The Facilities 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. All exams will be conducted according to JCQ regulations.

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 leader 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 SENCO. 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.

In the event of the evacuation alarm sounding, students are to stop work, close their exam booklet and remain seated in silence while invigilators liaise with Site Staff regarding the need to evacuate the exam room. The time the exam was stopped is to be recorded.

Should there be no need to evacuate, the exam will be restarted when the alarm has stopped sounding. Students will be given the missed time in which to complete the paper.

Should it be necessary to evacuate the exam room, students will be taken under close supervision to the area between the school buildings where they will be kept in silence with space between them until it is safe to re-enter the building and resume the exam.

The disruption is to be logged and a special consideration application submitted.

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 dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, 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 standardisation and internal moderation.
6. Candidates will receive individual result slips on results days, either in person at the school, by email if requested 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.

Reviews of marking 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 review is requested.

If a result is queried by the school, the Exams Officer will request a review at the school's expense.

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

Subject leaders should use the available options to check student's scripts when making decisions regarding reviews.

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.

WORD PROCESSOR USE

AIM/PURPOSE

To ensure that word processors (including laptops and tablets) are used issued and used correctly for examinations and assessments. Candidates will be assessed according to the JCQ regulations and guidance contained in the publication Access Arrangements and Reasonable Adjustments and if appropriate the centre will approve the use of a word processor. This document will be referred to as 'AA'.

GENERAL PRINCIPLES

Trinity Church of England High School complies with AA chapter 4 Adjustments for candidates with disabilities and learning difficulties regulations and guidance as follows:

(AA 4.2.1): The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

(AA 4.2.2): Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question. For example, the use of a practical assistant will not normally be allowed when practical skills are being tested.

(AA 4.2.3): Candidates may not require the same access arrangements in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCos must consider the need for access arrangements on a subject-by-subject basis.

(AA 4.2.4): Access arrangements should be processed at the start of the course. Schools, for example, should be able to process applications at the start of or during the first year of a two-year GCSE course having firmly established a picture of need and normal way of working during Years 7 to 9.

However, in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course, access arrangements should be applied for as soon as is practicable. Centres must process applications as per Chapter 8, section 8.3 using Access arrangements online where required.

Arrangements must always be approved before an examination or assessment.

USING A WORD PROCESSOR FOR EXAMINATIONS

This policy details how Trinity Church of England High School complies with AA (chapter 4) Adjustments for candidates with disabilities and learning difficulties and AA (chapter 5.8) regarding word processors. 'Word processor' can describe the use of a computer, laptop or tablet.

The use of a word processor

- The centre will provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre (AA 5.8.1). The only exception to this is where an arrangement is put in place due to a temporary injury or impairment. Arrangements for a late diagnosis of a disability or late manifestation of an impairment may be processed as the need arises. However, evidence of need will still be required to the same standard as if it was an application being processed by the published deadline.
- Appropriate documentation (where required), will be held on file to support the access arrangement(s) processed and be available for inspection.
- Access arrangements online must also be used for those qualifications listed within the Deadlines section (AA 2.10) for candidates with a temporary injury or temporary impairment, such as a broken arm. These arrangements can be processed as the need arises.

Appropriate documentation (where required) must be held on file to support any temporary access arrangement made (AA 8.3).

- The centre will ensure that the integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate (AA 4.2.1)
- The centre will not grant the use of a word processor where this will compromise the assessment objectives of the specification in question (AA 4.2.2)
- The centre and SENCo will consider the need for access arrangements on a subject-by-subject basis (AA 4.2.3)

- Where possible the centre will process access arrangements at the start of the course, in order to firmly establish a picture of need and normal way of working. This process can begin during Years 7 to 9 (AA 4.2.4)
- The centre will provide access to word processors in non-examination assessment components as standard practice unless prohibited by the specification (5.8.2)
- The centre will not simply grant a word processor to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home (AA 5.8.4)
- Where the curriculum is delivered electronically the centre will provide word processors to all candidates (AA 5.8.4)

Arrangements at the time of the assessment for the use of a word processor

A candidate using a word process will be accommodated in the dance studio.

- To comply with the Instructions for Conducting Exams document (ICE 14) the centre will provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled (ICE 14.20)
- The centre will check the battery capacity of a laptop or a tablet before the candidate's examination(s) and the centre will ensure that the battery is sufficiently charged for the entire duration of the examination (ICE 14.21)
- The centre will remind candidates to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 –6391/01 (ICE 14.22)

If a candidate is using the software application Wordpad this does not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

- The centre will ensure that the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- The candidates will be reminded to save their work at regular intervals, or (where possible) an IT technician will set up 'autosave' on each laptop/tablet (ICE 14.24)
- The candidates will be instructed to use a minimum font size of 12pt and double spacing (ICE 14.24)

The centre will ensure that the word processor (ICE 14.25):

- Will be used as a typewriter, not as a database, although standard formatting software is acceptable
- is cleared of any previously stored data
- is in good working order at the time of the examination

- is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is either be connected to a printer so that a script can be printed off, or has the facility to print from a portable storage medium
- is used to produce scripts under secure conditions, otherwise they may be refused
- is not be used to perform skills which are being assessed
- is not connected to an intranet or any other means of communication
- does not give the candidate access to other applications such as a calculator
- (where prohibited in the examination), spreadsheets etc
- does not include graphic packages or computer aided design software unless permission has been given to use these
- does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking
- does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- is not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Printing the script after the exam

The centre will ensure that the word processor is either connected to a printer so that a script can be printed off, or has the facility to print from a portable storage medium. The candidate will be present to verify that the work printed is his or her own. Word processed scripts must be attached to any answer booklet which contains some of the answers. The centre will complete and include a word processor cover sheet with the candidate's typed script where an awarding body requires this.

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.