



## Endon High School Examinations Policy

Examinations are integral to school life and carry important significance in the development of pupil progress. An established system, understood by all, will operate for all examinations, whether internal or external. (The word “examination” is used here for those formal assessment occasions and does not include the individual “class” tests which teachers arrange at their professional discretion).

Examinations may fulfil different purposes for individual year groups:

- External examinations usually occur in Year 11 as part of the National framework of examinations for that age group the results of which contribute to County and National data collections.
- Internal examinations may occur annually for other year groups, or as appropriate depending on the subject, which provide opportunities for pupils, the school and their guardians to inform and assess their academic progress and attainment.

This policy has been drawn up to reflect current practice and in line with official procedures published by the various examination boards. At the moment, school links with several of the examination boards: AQA and OCR, Pearson, Asdan.

### Aims

1. To create and sustain a system and atmosphere in which all pupils can display their true examination potential.
2. To prepare all pupils as best we can for any examinations they experience.
3. To promote examinations as an integral part of the teaching and learning and to provide pupils and staff with information to aid further progress, attainment, development and planning.
4. To establish and maintain, for all examinations, a consistent system which is understood and supported by all.
5. To provide realistic, appropriate, standardised evidence of *progress attainment and development*. To provide evidence to inform a variety of other systems within school: lesson planning, developing departmental schemes of work, pupil tracking, monitoring and intervention, to include all categories of pupils.
6. To provide parents with additional information on progress which will stand alongside information gathered from other sources: i.e. coursework, classwork, homework etc.
7. To provide the County and National agencies with the information requested.
8. To induct NQTs and new staff into the examination procedures.

### Practice

**Internal Examinations** (to include CAT tests, National Progress tests)

The school’s calendar is drawn up by the Exams Officer and reviewed by the LT; in doing so, thought is given to where year examinations are placed in order to optimise the potential for information to be fed into formal reporting to parents, parents’ evenings, pupil review etc.

All staff are provided with information in the MARR staff handbook which outlines the roles and duties of the staff involved.

All pupils are provided with a booklet (specific for their year group) which outlines the expectations and procedures of the examinations.

The school's Examination Officer, Directors of Teaching & Learning and teachers i/c subjects ensure that all pupils are adequately prepared for the appropriate examination session(s).

#### The **Examination Officer**:

1. requests from staff examination details/suggestions, co-ordinates a suitable examination timetable, liaises with staff and displays the suggested timetable for comments;
2. publishes to pupils, in good time, a timetable which outlines dates, times and any special arrangements or instructions etc;
3. makes all pupils aware of the expectations, procedures - this to be achieved through any combination of assemblies, PSHE programme , prepared booklets;
4. arranges and trains invigilators in preparation for internal and external examinations;
5. prepares the accommodation in advance of the examinations: liaises with the site supervisors re the arrangement of the desks, distributes papers and any other equipment, checks lighting and clocks, displays examination/silence notices, prepares a noticeboard displaying title, date, times etc;
6. receives the examination papers and lists (at least) the day **before** the timetabled date and stores them securely;
7. organises/supervises an orderly entrance to the examination room, gives out the necessary instructions, thus achieving a prompt and calm beginning. A register is taken and a copy sent to the office for entry onto the attendance computer system;
8. deals appropriately with any pupils who do not follow instructions and/or who fail to comply with any of the examination procedures;
9. labels and stores examination papers for absent pupils and, when appropriate, organises a programme for them to complete those examinations missed.

**Subject teachers** prepare their classes for the examination(s) by suggesting revision topics/methods etc; informing pupils of the content of various papers and any other appropriate details and strategies.

**Directors of Teaching & Learning** - A cover sheet is distributed to DTLs by the examination officer at least two weeks before the examinations start which outlines any specific instructions/seating arrangements/collecting papers etc. One week before the start of the examinations, DTLs provide the internal examination officer with examination papers (enough spares for the TAs etc.), class lists and the completed cover sheet. It is helpful if the DTL (or another subject teacher) is present at the start of the exam. The person responsible for invigilation may timetable this; a "private" arrangement between staff could be made for this to happen.

**Form tutors**, via PSHE and with the help of the prepared booklets, go through the expectations and procedures of the examinations and remind and support pupils during the examination period.

**Invigilators** follow those procedures relevant to the exam situation as outlined on the sheet for invigilators. The Exams Officer organises the collection and delivery of the papers/scripts and reports any problems to the Assistant Headteacher who will take the necessary action. Invigilators supervise a silent room, are vigilant and "active" and do not complete any work whilst "on duty".

The SENCO or Assistant SENCO organises the staff needed to assist pupils with particular needs and informs them of their roles(s). The Lead Invigilator for a separate SEN Examination venue collects the necessary papers, equipment, instructions, etc from the hall prior to the start of the examination. On completion of the examination, the scripts are returned to the DTL/ teacher in charge. by the Exams Officer for distribution. Organisation of extra time, use of a laptop or prompt is organised by the **Examinations Officer**.

**Mock Examinations** - staff present a realistic and appropriate “mock” examination which provides evidence for suggestions for entry for GCSE. (More often than not, this is the previous year’s GCSE summer examination paper). Staff keep securely the completed mock examination papers - if a pupil is absent from the “actual” examinations the examination boards may request evidence (past exam papers, test marks etc) to support the awarding of a grade.

## **GCSE Examinations**

In many ways many of the structures, personnel and details are the same as for internal examinations. However, there are some specific details relating to the external examination procedure. For a precise overview of this role, refer to the examination officer’s job description.

### **Practice**

The examinations officer co-ordinates the collation of grades, marks, coursework sample etc. and makes sure that all communications with the examination boards meet the published deadline dates. Any problems encountered throughout the process are discussed with the Examinations Officer whose job it is to negotiate directly with the examination boards on behalf of staff.

For pupils and parents, the examination dates are published in the school calendar, newsletter and in the specific GCSE pupils’ booklet. In addition, formal year assemblies can be used to disseminate and discuss material relating to examinations. PSHE time, form tutors and subject staff also helps to support the examination process.

**Entries:** the Examinations Officer collates details from staff about subject specifications, entry codes etc. A list for provisional entries is circulated to staff. Following the mock examinations, a revised list of entries is collected; staff are asked to check and sign. Any withdrawals from entry, for whatever reason, must be discussed with the Examination Officer and referred to the Leadership Team for approval. A final statement of entry and other consent forms is presented to pupils, discussed with parents, signed as confirmation of entry and returned to school. Pupils are guided through this process during a series of formal meetings. Entries must meet the deadlines requested by examination boards.

**Estimated grades, Coursework grades/marks:** at the appropriate times during the examination year, staff are asked to submit grades and marks for those candidates entered. In compiling OMR sheets, staff check additions and the accurate transfer of marks. Once the requested coursework sample arrives, staff are asked to pass on to the Examinations Officer (within two working days) the folders of work, appropriately labelled, along with the appropriate centre forms. It is the responsibility of the Examinations Officer to parcel up the work and send it to the named marker. A certificate of posting is retained as proof of postage.

**Special Requirements:** along with the appropriate staff (PSP) the Examinations Officer co-ordinates any requests which need to be made in support of pupils with particular needs. (For further detailed information about the special requests procedures refer to the booklet *Regulations and Guidance Relating to Candidates with Particular Requirements*). With regards to special consideration in the event of illness, accidents, family situations on the day of the examination, the examination officer completes and presents the necessary paperwork in support of individual pupils.

**Receipt and storage of examination papers:** the Examinations Officer receives and checks the examination papers. Any discrepancies are notified to the appropriate examination board. These are kept safe and unopened in the examination.

**Preparation of pupils:** in similar ways to the internal examinations, pupils are prepared in advance of the first examination date. Each pupil receives an individual print out of their examination programme, a GCSE pupils’ booklet; during assemblies, PSHE, etc. pupils are made aware of the expectations and procedures. During the examination period itself, a study room is made available for those pupils who find it difficult to study at home; the Assistant Headteachers includes the staffing of this room on the day to day cover rota.

**Invigilation:** many of the procedures adopted for internal examinations are the same. Refer to the checklist supplied by the examination boards. However, for each GCSE examination a seating plan must be compiled and members of staff must sign the invigilation sheet (visitors too). These documents are retained by the

Examinations Officer in case of need. Notices to Candidates, supplied by the examination boards, must be displayed both inside and outside the examination room(s) and Invigilators/exam officers will acquaint themselves with the necessary procedures of giving instructions, how to deal with late arrivals, illness of candidates, malpractice etc.

**Results:** The Examinations Officer and Assistant Headteacher download and compile all the results and prepare the information for staff and pupils. Each pupil receives an individual statement of his/her results presented on results day or posted to them if unavailable to collect, provided they have supplied a stamped addressed envelope. Support for pupils is provided on results day from school staff. Staff and departments can access a variety of information and statistics to enable the analysis of results.

**Appeals:** the Examinations Officer co-ordinates the system of enquiries about results or return of scripts (either prompted by requests from pupils, parents or staff). Written permission from pupils/parents is sought by the Examinations Officer **before** the enquiry is made; the outcome of the appeal is communicated to the pupil/parent within one day of receipt of the information. Any amendments to certificates following an enquiry are managed by the Examinations Officer. For detailed guidance see the booklet "Post Results Services".

## 2. Reviews of Marking-centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualification)

**Endon High School** is committed to ensuring that whenever its staff mark candidates' controlled assessments/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. **Endon High School** is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

- The school will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- The school will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- Endon High School will, having received a request for copies of materials, promptly make them available to the candidate.
- The school will provide candidates with sufficient time, which will be 5 working days, in order to allow them to review copies of materials and reach a decision.
- The school will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing. The final date for the request of copies of materials will be published in the "GCSE Exams: A guide for students and parents" booklet published to all Year 11 pupils.
- Sufficient time will be allowed for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- The head of centre will appoint a senior member of staff, i.e. an Assistant Headteacher or a Deputy Headteacher, to conduct the review.
- Endon High 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 that candidate and has no personal interest in the review.
- The school will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be informed in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change, (this process is outside the control of **Endon High School** and is not covered by this procedure) and should therefore be considered provisional.

### 3. Post Results Services & Appeals

When the GCSE results are published and a candidate is not satisfied with their overall grade, they may wish to consider applying for a remark or a clerical check of the marking. **This is also called an “Enquiry About Result” or EAR.** EARs cannot be submitted to the Examination Boards by the candidate. This can only be done by the Exams Officer.

If a candidate wishes to proceed with an EAR, the following options are available:

- **SERVICE 1: A clerical re-check.** The script(s) will be re-checked (a check has already taken place before the result was published) to ensure that all parts of the script paper have been marked, that the totalling of marks is correct, that the marks have been correctly recorded on the exam board’s computer system and, if appropriate, special consideration has been applied. The paper will **not** be re-marked but merely double checked that it has been marked fully and all marks added up correctly.
- **SERVICE 2: A full re-mark of any externally marked paper.** This will also include the clerical re-check described above. Here you must remember that your marks could go up or down, as well as stay the same as originally published. Your paper(s) will be re-marked by a senior examiner - not by the same examiner who marked it originally.

A candidate should **consider carefully** whether or not to proceed with an EAR. Only a small proportion of EARs lead to a change in the original grade. However, it is also vital to understand that as well as going up or staying the same, **the grade might also go down. The remarked grade is the one that stands – a candidate cannot decide to keep the original grade.**

If a candidate wishes to proceed with an *Enquiry About a Result* against the school’s advice, they may do so providing they:

- i) submit full payment for the EAR.
- ii) submit in writing their understanding that the grade may go down.

Candidates have a short amount of time after the publication of results to consider whether to go ahead with a re-mark or clerical check. Requests for a re-mark or clerical check should be submitted in writing to the School Exams Officer no later than 18th September, thus giving the Exams Officer enough time to process the request and to meet the Exam Boards’ strict deadline. Costs for a re-mark vary depending on the number of papers/units that need to be re-marked, and the exam board involved. This information will be published to candidates on the same day as the publication of GCSE results.

In some instances, Endon High School may decide that a remark of a candidate’s script is worthwhile. In these circumstances, all requests will be authorised by the Headteacher and the Exams Officer will contact the relevant candidate(s) to obtain their permission to go ahead with the EAR. In certain circumstances, the school will pay for the EAR. Alternatively, the school may contact a candidate to see if they wish to proceed with, and pay for, the EAR. If the candidate agrees, they will need to sign a Candidate Consent Form and return it to the Exams Officer (along with payment, where necessary).

**An enquiry about results will NEVER be made without a candidate’s written permission.**

The Exam Boards impose a strict deadline for the acceptance of EARs. After this deadline, no requests for remarks or clerical checks will be accepted, whatever the reason.

The outcome of an EAR can take up to 40 days.

If a candidate is still not satisfied with the outcome following an EAR, they can ask the Centre to appeal on their behalf. Appeals do not normally involve the re-marking of work. Work will only be re-marked at the appeals stage if there is evidence of procedures not being followed during the original re-mark. Appeals must be submitted to the Examination Board within 14 days of notification of the outcome of the original re-mark.

## **EXAMS CONTINGENCY PLAN**

*This plan has been drawn up using the Joint Contingency Plan, published in December 2013 by Ofqual.*

The contingency plan should ensure a consistent and effective response in the event of disruption to the school's examination system.

The priority when implementing the contingencies will be to maintain three principles:

- Delivering assessments to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards

### **School closed due to severe weather**

If the Headteacher has decided that the school should be closed to staff and students on a day when there are timetabled public examinations scheduled, then the following plan will be put into operation:

- The school has a team of staff (the Contingency Team) who, should conditions allow, are able to come into school to ensure that timetabled examinations can go ahead. In this situation, the school will open only for those students sitting timetabled GCSE examinations.
- In order that the school can ensure the correct administration of exams, the Contingency Team will include the Exams Officer or a suitably trained member of the Leadership Team. If these staff are unable to get into school the scheduled exam(s) will not take place.
- Details about whether the school will be open for the timetabled exams will be published on the school's website and broadcast on local radio, in line with Local Authority communication procedures.
- The Exams Officer or member of the Leadership Team will liaise with the relevant Awarding Bodies regarding the possibility of a delayed start time, should this be necessary. A log of any student arriving late will be made, noting the time that they arrived on the premises.

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

If there has been disruption to the distribution of examination papers to schools in advance of the examinations then the awarding organisations will take some or all of the following actions:

- The awarding organisations will try to arrange alternative couriers for delivery of hardcopies
- The awarding organisations will provide school with electronic access to examination papers via a secure external network. The Exams Officer will ensure that any copies that are received are produced and stored under secure conditions.

### **The Exams Officer is absent during the GCSE examination series**

Endon High School has two Exams Officers who share all aspects of the role. Each person is fully aware of the processes and administration of external exams. In the period of time leading up to the GCSE exams, the Exams Officers will have drawn up a timetable of scheduled exams, allocated invigilators to each of the exams, stored the exams securely in the "Exams Storeroom" and organised the appropriate accommodation for each exam. Once this process is complete a senior member of staff will have been told about the whole process. This will have to include:

- Knowledge of the exam timetable
- Awareness of invigilation staff allocation
- Knowing the location of the securely stored papers
- Knowing the location of exam office keys
- Organisation of the invigilation team on a daily basis
- Ensuring safe entry by the pupils to the exam rooms.

**In the event of one Exam Officer being absent:**

- The other Exam Officer will need to be alerted to take over and implement the planned exam schedule and run the exams as normal

**If both Exam Officers are absent:**

- The senior member of staff, who will have been fully briefed on all the school's external exam procedures will need to take over and administer the exam

**Candidates are unable to take the exam because of a crisis**

If a candidate is unable to attend school to take examinations as normal:

- School will liaise with the candidate to identify whether the exam can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance can be accessed at <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2014-2015>
- School could offer the candidate an opportunity to sit any exams missed at the next available series, if this is appropriate.
- School could apply to the awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they should be aware the special consideration rules will not apply.
- JCQ guidance on special consideration can be accessed through the JCQ website at: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

**School unable to be open as normal during the examination period**

The responsibility for deciding whether it is safe for a school to open lies with the Headteacher. The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.

If a school is unable to open as normal for scheduled examinations:

- All the awarding organisations with which examinations are due to be taken must be informed as soon as possible
- If possible, school could open for examinations and exam candidates only
- School could seek to use alternative venues in agreement with the awarding organisations (e.g. share facilities with other schools or use other public buildings)
- Offer candidates the opportunity to sit any examinations missed at the next available series
- School could apply to the awarding organisations for special consideration for candidates where they have met the minimum requirements

**Fire Drill during an exam**

If the fire alarm sounds during an examination, the invigilators will instruct the candidates what to do. Candidates will be instructed to leave everything on their desk and told that they must not attempt to communicate with any other candidate during the evacuation - even when outside. Candidates will then be asked to evacuate the room one row of desks at a time, in the order that they are seated. Candidates will be escorted by the invigilator(s) to the designated assembly point (on the Visitors Carpark). The Lead Invigilator will have a copy of the attendance register for each exam.

If and when it is deemed safe to return to the building, candidates must do so in silence and must not start writing until the invigilator gives instruction to do so. Candidates will be allowed the full remaining time for the examination and a report will be sent to the awarding body detailing the incident.

**School is unable to distribute results as normal**

This would occur when school would be unable to access the electronic systems which are used to download external examinations results. If this happens the school should:

- Seek advice from the awarding organisations about alternative options
- Seek advice from Entrust Learning Technologies
- Seek to make arrangements to access the results at an alternative site
- Make arrangements to coordinate access to post results services from an alternative site
- If possible, seek to share facilities with another centre

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