



**Wright Robinson Sports College**

# **Exams Policy**

Updated July 2015

## Objective

At Wright Robinson our aim is to ensure that an efficient exam system is in place with clear guidelines for all users and that all examinations will be conducted in the best interests of the students and the school.

Public examinations provide vital assessment. This assessment gives information to students, parents, other education institutions, local authority and government agencies, and employers about knowledge, understanding and skills achieved.

In addition, other internal examinations may take place at other stages of a student's progress in order to both prepare for public examinations and check student learning.

### Wright Robinson wish to ensure that:

- Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent; administration helps them to achieve their best.
- Students undertake examinations knowing what is expected of them in terms of preparation and behaviour.
- Staff understand fully their obligations and responsibilities with relation to examinations.
- The school meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service.

### Responsibilities for public examinations:

- Headteacher - Overall responsibility for the school as an Examinations Centre.
- Deputy Headteacher - Responsible for the organisation of teaching and learning and therefore of the opportunities for external validation of courses followed at Key Stage 4.
- Heads of Key Stage - Overall guidance and pastoral oversight of students who are unsure about examination entries or where alteration of the initial entry is made, involvement in post-results procedures.
- Exams Officer - Administration of entries, relevant paperwork, organisation of examination sessions, timetables, seating plans and invigilation. Responsible for the administration of examination data.
- Administrative Staff - Support to the Exams Officer for the creation of Exam Namecards, and mailing of exam correspondence to parents
- HOF/Subject Leader - Responsible for providing the exams officer with the list of pupils for entry in their subject(s) area, checking entries and making amendments as necessary.
- Head of Careers - Guidance and careers information.

## Key Stage 3

- It is choice of the Heads of Faculty in English, Maths and Science (and MFL) if they wish for students to take the End of Year tests in Y7 and Y8.

## Key Stage 4

- All students should be entitled to and enable to achieve an entry for qualifications from an external awarding body.
- If a student's exam entry is to be withdrawn there must be an initial concern form completed by the subject teacher in consultation with the subject leader. The student, parents/carers, the Head of KS4, the subject leader, subject teacher and if necessary the Head of Careers should be involved before a final decision is made.
- All students will be monitored carefully throughout their time at the school and attitude notified to the Head of KS 4 using concern forms as soon as they arise.
- Any proposed major changes to the exam board, style or timing of examinations must be discussed and approved by the leadership group based on information given by the relevant subject leader.
- **Amendment of entries which incur a financial penalty from the examination board will be charged to subjects if they arise from that subject's error or omission.**
- Changes of tier, withdrawals made by the proper procedures (before amendment deadlines) and alterations arising from administrative processes will not be charged to subjects.

## Entries

All candidates will be entered by the due date set by the examination board. In addition to this all students will be entered for English Language.

It is the responsibility of the Exam Officer to ensure that the correct entry lists are distributed to each department along with notification of the deadlines for preliminary entries/ entry checks/ amendments. One person should be nominated from each Faculty to take responsibility for the exam entries/withdrawals etc.

Final confirmation of entry numbers and levels will be made with the HOF/Subject Leader.

## Amendments

Withdrawals/Amendments will be accepted by the Exam Officer up to the date set by the board. Withdrawal/Amendment forms will be available from the Exam Officer and must be completed by the HOF/Subject Leader. These should be passed to the Exam Officer before the deadline. Any late Withdrawals/entries except in exceptional circumstances will be charged to the department.

## **Student Charges**

The school may impose a charge equal to the financial charge given by the examination boards on:

- Students whose entries are withdrawn because of lack of controlled assessment(s).
- Students who make a decision to sit or not to sit an examination after the late entry/withdrawal deadline.
- Students who fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances. This will be communicated in writing to students and parents/carers at the start of GCSE courses.
- After the release of results, subject teachers may request the return of papers or a re-mark at the school's expense. If a student requires this service against the judgement of the subject teacher, he/she will be charged.

## **Controlled Assessments**

It is the responsibility of each department to ensure that all Controlled Assessments are completed/marked/modified before the appropriate deadline.

The Head of Faculty/Subject Leader may liaise with the Exams Officer if necessary.

Controlled Assessments will be dispatched using the same method as for examination papers (Exam Board envelopes and Moderator labels). Two copies of Controlled Assessment marks will be sent to the moderator and a copy will be retained on file by the centre.

## **Internal Appeals Procedure (Controlled Assessment)**

### **Code of Practice**

In line with the Code of Practice for the conduct of external qualifications produced by QCA, Wright Robinson is committed to ensuring that:

- Controlled Assessments (including oral work) are conducted by staff who have the appropriate knowledge, understanding and skills;
- all work provided by candidates has been produced and checked that it is genuine;
- staff responsible for internal standardisation attend any compulsory training sessions.

## Student Controlled Assessment Appeals

If a candidate believes that the correct procedures have not been followed in relation to his/her controlled assessment they may make use of the Internal Appeals Procedure. That is if the student feels that:

- The work was not assessed in accordance with the guidelines given;

OR

- The work was not assessed by a member of staff with the appropriate knowledge, understanding and skills;

OR

- If the work was divided between staff that the assessment was not moderated/standardised to ensure consistency.

## Written appeals procedure

Students should initially raise any concerns about their internally assessed controlled assessment marks with the subject teacher or Head of Faculty. If this does not satisfactorily address the concern, the matter should be drawn to the attention of the Exam Officer who will consult with the Headteacher.

If the matter is still not resolved to the satisfaction of the candidate, an appeal can be made in writing:

- **A candidate cannot appeal against the mark or grade only the procedures used;**
- the parent or guardian must make the appeal in writing to the School's Examinations Officer: (*appeals should normally be made by 5<sup>th</sup> May for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the controlled assessment marking and moderation schedule extends beyond this time*);
- the enquiry into the internal marking process will normally be led by the Examinations Officer and the Head of Faculty (provided that neither has played any part in the original internal assessment process);
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the pupil's parent/guardian;
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The parent/guardian will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body;
- any steps taken to further protect the interest of the candidates.

If the parent/guardian is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and a member of the Governing body.

### **Note:**

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

## Access Arrangements and Special Consideration

For pupils who require access arrangements or special consideration for an exam the Exam Officer will ensure requests for such arrangements are sent to the relevant exam board and the replies are processed.

### Special Needs

Staff in departments should inform the SENCO of special needs pupils who are embarking on a course leading to an examination, and the date of that exam. The SENCO can then inform individual staff of any special arrangements which individual pupils can be granted during the course and in the exam. In the case of pupils with specific learning difficulties/visual impairment or certain other medical conditions, these can be any or all of the following:

- Extra time for controlled assessment and examinations
- Rest periods
- A reader
- A scribe
- Enlargements/models
- A helper
- A prompter
- Separate room/invigilator
- Use of word processing/printing facility

Special arrangements can also be made for pupils to take their examinations outside school e.g. phobic pupils, M.E. sufferers. In these cases invigilation/examination rules must still be adhered to.

A separate room and invigilator will be provided for anyone with a reader/scribe/prompter/helper.

A separate room will also be provided for an individual or group who is/are granted extra time/rest periods/use of a word processor.

It is preferable that the reader/scribe should be a person within the learning support department who is familiar with and has had practice with the pupil taking the examination. It is important if for example the pupil and reader or scribe have worked together in similar situations such as internal tests/exams. It is the duty of learning support to ensure that no unauthorised help is given to these pupils.

The SENCO, in consultation with the exam officer will complete the special arrangement request forms for special needs candidates at the appropriate time and provide the necessary evidence to reach the exam boards on the stipulated dates. Boards have a timetable of dates for the ordering of modified/-enlarged papers for NCTs and GCSEs which must be complied with.

The early opening and checking of special needs candidates' papers should be conducted in the presence of the exam officer only with the permission of the exam board, at an agreed time and any further enlargements/modifications completed by the designated person in good time for the start of the exam. In cases where extra time has been granted and the examination finishes after school hours, the candidate's papers will be given to the exam officer and locked away.

Candidates with visual impairments may be granted an early start to examinations to allow time for rest breaks and extra time. Such candidates will be properly supervised at all times and have no contact with other candidates taking the same examination.

Candidates with extra help/time for controlled assessment must ensure that it is all their own work. It is the responsibility of learning support to ensure that all work is original.

## **Internal Examinations**

Any staff requiring internal/school examinations (mocks etc) will have to consult with the Heads of Key Stages 3 and 4 to discuss when and where these exams will be held.

Any invigilation required for these exams will be arranged by the Exams Officer.

## **Student/Parent Exam Information**

- November, January and March Sessions : Exam's Officer will write to parents to inform them of the date(s) and time(s) of their son/daughter's exam.
- Summer Sessions : Exams Office will provide each student with a Booklet including an exam timetable. The same booklet, together with a Statement of Exam Entries and Candidate Timetable produced from the SIMS Exams Module will be sent to the parents/carers who will be asked to check the personal details and return a reply slip.

Before examinations take place staff will be notified of their obligations and responsibilities with relation to the exam process.

It is ensured via Assemblies/Booklets/Information from staff that all students undertake examinations knowing what is expected of them in terms of preparation and behaviour.

## The Examination

- A member of the Faculty will be the *Exam Lead* and will be present for the duration of the exam. Any erratum notices will be read by the Exam Lead.
- A member of the Attendance team will be present at the beginning of the exam to make a note of absentees in order to contact them regarding their absence.
- No exam papers will be removed from the exam room before the end of a session.
- All examinations will be conducted according to JCQ Guidelines and within the start and finish times determined by the board (unless an application to do otherwise has been approved).
- Any misconduct or irregularity must be reported to the Exams Officer as soon as possible, who will then inform the board concerned.
- Students will not be allowed to leave an exam unless their paper has been picked up and secured by an invigilator, and not normally before the end of the allotted time period.
- In the absence of the Exams Officer at the end of any exam the papers will be collected and taken to the Admin Office and given into the care of the Administration Staff.
- Students will remain in the exam venue until the end of the exam and must still adhere to the exam regulations.

## Examination Room Setup

- Students will sit in alphabetical order running from front to back in each row, (rather than 'snake' effect). Name cards will be on each desk showing the students' candidate number.

The exam room will be setup according to *JCQ Guidelines*:

- All students will be seated so that they are able to see and read a clock clearly, are all facing in the same direction at their own separate table/desk.
- The following posters will be displayed, both inside and outside the exam room.

*Warning to Candidates*  
*Mobile Phone*

- Exam Boards will be located at the front of the examination room to enable candidates to see the Centre Number, Start Time and Finish Time of the examination.

## External invigilators

The school may employ external invigilators to provide assured continuity and responsibility in exam rooms, which will directly benefit candidates. The use of external invigilators will release teachers from invigilation duties in order to concentrate on other aspects of Teaching & Learning.

The Exam Officer will set up a team of external invigilators. Advertisements will be placed and potential candidates will be vetted and interviewed by the exam officer.

## Invigilation

Conduct of invigilators:

1. The Exam Officer will ensure that each exam session will have designated invigilators (in the correct ratio of 1:30 students) whose role will be to oversee the conduct of each exam
2. The Attendance Officer(s) for the Year Group(s) will take an attendance register as appropriate.
3. The Exam Lead will also make note of any pupils arriving late into the examination room
4. Invigilators must not take any work into the exam room and give full attention to the conduct of the examination.
5. It is the responsibility of those invigilating to be prompt in order to ensure they relieve those invigilating on time and with minimal disruption to the exam.

## Equipment

Equipment required for the exam will be provided by the Exams Officer.

Student's with EAL who have been approved to use a dictionary should bring their un-marked dictionary to each exam with them (except for English exams).

## Mobiles/MP3's/IPODS

- Any recordable items brought to the exam room are to be inserted into an envelope with the students name on the envelope. The item will be returned to the student when the exam has finished. All students who handed in a mobile phone will be asked to remain seated whilst the other students are dismissed. The item will then be returned to the student – staff to read out the names on the envelopes and hand the item to the student.

## Late Entry to the Exam

- According to JCQ guidelines if a student arrives after **9.30 a.m.** for a morning examination or **2.00 p.m.** for an afternoon session, then they may be allowed to enter the examination room and sit the examination. **The student should be warned that the examining body has the right not to accept the script. The student should not be given additional time because of their unpunctuality.**
- If a student arrives after the above times, please complete a *Late Arrival Form* and hand to the Exams Officer at the end of the exam.
- If a student arrives after **10.00a.m** for a morning examination or **2.30pm** for an afternoon examination they will **not be allowed to sit the paper.**
- Refer to 12.4 in the JCQ *Instructions for Conducting Examinations* booklet.

## **Attendance Registers**

- The attendance registers should be completed by the Exam Lead/Invigilator(s) during the examination.

## **Seating Plan**

- The Exams Office will provide a seating plan which will be displayed outside the exam venue. This will assist the students when finding their seats.
- If any changes are made to the allocation of student's exam seat the seating plan will be amended by the Invigilator(s) during the examination.

## **Drinks**

According to the JCQ guidelines, it is at the discretion of the Exams Centre as to whether or not drinks are allowed in the exam. Wright Robinson will allow students to have bottled water in a clear plastic bottle only, preferably with a sports cap top.

## **Access to Toilets**

It is not permissible for students to go to the toilet during an exam unless they have a doctor's note or toilet pass.

Wright Robinson do not wish to advocate students going to the toilet during an exam

## **Student not Arriving in Full School Uniform**

A student not arriving in full school uniform will be referred to a senior member of staff/Head of Year who will make a decision as to whether or not the student may sit the exam. If he/she is allowed to sit the exam, this would be in a separate venue.

Students will remain in the exam venue until the end of the exam and must still adhere to the exam regulations.

## **Absence from Examinations**

Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. This must be supported by evidence as required.

## Emergency Evacuation

In the event of an emergency, e.g., fire alarm, the following procedure is likely to be the most appropriate to ensure the continued integrity and security of the exam.

- The emergency alarm will be the school bell continuously ringing.
- The examination room must be evacuated in accordance with the standard school regulations.
- Upon hearing the alarm, students should be instructed to:
- Stop writing and close their answer books, leaving them on the desk in the exam room.
- Remain seated until permission has been given to move to the designated assembly area.
- Remember where they are sat and/or their seat number.

Listen carefully to the announcement below:

***Candidates should be aware that they remain under strict examination conditions. Any candidate found communicating in any way about the contents of the examination paper will be reported to the Awarding Body who reserve the right to disqualify candidates from this and any other subjects.***

- If the examination is being held in a classroom, all candidates should leave together under the strict supervision of an invigilator.
- If the examination is being held in the Sports Hall the candidates should be escorted out one/two rows at a time, again under the strict supervision of an invigilator.
- Please use the nearest exit to where the examination is being held and escort students to the be lined up at the front of the college outside the Community entrance in order that the attendance register may be taken again.
- A note of the time and duration of the emergency must be noted in order that full time may be given to the candidates to complete the examination.
- The Attendance Register should be taken out of the exam venue and done again. Any absences must be reported to the Exams Officer, who can then inform a Senior Member of Staff. The attendance register of invigilators should also be taken outside to check that everybody is present.
- Candidates must be supervised as closely as possible once out of the examination room. Any breaches, or suspected breaches of security must be reported to the Exams Officer as soon as possible and in all cases prior to the end of the examination.
- Once the candidates have returned to the examination venue and before the exam is resumed, where it is feasible to do so, the invigilator must mark the candidates' work to indicate the point at which the interruption occurred. A **clear** double asterisk \*\* in the margin of the answer booklet is recommended for this purpose for written papers.
- The candidates must be allowed the full working time prescribed for the examination.

## **Certificates**

Provisional certificates are collected by students on the 3<sup>rd</sup> Thursday in August each year (results day).

Original exam board certificates are collected by students on Presentation Evening or will be sent home following Presentation Evening. No certificates will be retained onsite by the College.

## **GCSE Results Service**

- Results will be available for collection on the day notified by the exam boards only.
- Subjects should check for the possibility of a re-mark/re-grade within three dates of scrutiny of the results.
- If a result is queried the Exam Officer will investigate the feasibility of asking for a re-mark.

When results are published staff will distribute the results, be available to give guidance to students and prepare data for publication and monitoring purposes.